

MARK-TO-MARKET (M2M) RELEASE 7.3 ONLINE SYSTEM OAHP USERS GUIDE

for the

U.S. Department of Housing and Urban Development (HUD)
Office of Affordable Housing Preservation
(OAHP)



November 9, 2012

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1 M2M SYSTEM RELEASE 7.3 INTRODUCTION

Mark-to-Market (M2M) RELEASE 7.3 is a secured online HUD web application developed by the Department of Housing and Urban Development's (HUD) Office of Affordable Housing Preservation (OAHP) to support OAHP and its Participating Administrative Entities (PAEs) in the collection and tracking of data relative to expiring Section 8 contracts within the Mark-to-Market Program.

1.1 M2M Program Goals and Objectives

M2M RELEASE 7.3 introduces modifications to the existing system modules and properties going through the M2M Program processes by facilitating data collection and report generation of the following:

- Assigned assets to PAEs
- Critical dates tracking for M2M processes assigned to PAEs
- Deal restructure plan forms submission and closing data
- Reporting for PAE management
- Monitoring and auditing tools for OAHP
- Other information relevant to the M2M Program
- Accommodate the progressive requirements of the M2M Program administrators

1.2 Business Functions

RELEASE 7.3 is designed to support M2M Program objectives by performing and centralizing the following functions:

- Assignment of eligible Section 8 property contracts to PAEs for the various renewal processes
- Tracking of assigned properties through the process or "pipeline" (tracking properties, assessment, due diligence, dates, etc.)
- ◆ Providing PAEs an online system to submit restructuring plan forms to OAHP; and support OAHP and its business partners in documenting and reporting on M2M Properties
- Reporting on the progress and performance of PAEs and their assigned properties. Provide OAHP with a representation of currently assigned properties and assist PAEs in the management of their assigned portfolios.

Users of the M2M system include OAHP (Headquarters (HQ) and Preservation Office levels); OAHP's PAEs, with whom OAHP has executed agreements; and OAHP's support contractors.

1.3 System Requirements

RELEASE 7.3 uses browser-based technology to provide access via the World Wide Web. To access the system, a user must have access to the Internet using an Internet Service Provider (ISP) and advanced browser software. Netscape Navigator 3.x browser software or higher, or Internet Explorer 5.0 or higher is recommended.

As M2M RELEASE 7.3 is a secure, web-based system that contains sensitive information, security registration is required prior to gaining access. OAHP staff must fill out a security form and forward it to ADP Security for approval and registration. Further information on the M2M system's security may be found in **Section 2, M2M System Security**.

The following hardware and software is required to access and operate M2M RELEASE 7.3:

- Windows 2000 or XP
- ◆ Internet Explorer 7.0 or higher
- ♦ 486 processor or higher
- ♦ 16 megabyte memory or higher
- Hard Drive: 60MB Recommended;
- Video/Screen Resolution of 480x640 with 16 colors Display: SVGA;
- Internet Service Provider (ISP) connection with minimum modem speed of 28.8K bps (bits per second)

It is also expected that users of the M2M system have a basic understanding and proficiency in the use of computers, Windows, and web browsers.

OAHP staff may access the M2M System via either the Intranet (http://hudapps.hud.gov/ssmaster) or the Internet (https://hudapps.hud.gov/HUD_Systems/)

1.4 Tips for Using the System (Before Getting Started)

Functions that are standard throughout the M2M system are explained in more detail in the following subsections.

1.4.1 Case-Sensitivity Sign-On

When signing onto the M2M system, it is necessary to note that user names and passwords are case-sensitive (i.e., whatever uppercase/lowercase convention is used to create User IDs and passwords, must be used to sign into the system).

1.4.2 Set Browser to Accept "Cookies"

Users must ensure that their browsers are set to "Accept All Cookies." The following paragraphs provide instructions for Internet Explorer users to set this feature:

Internet Explorer 7.0 users: select "View" on the top tool bar; select "Internet Options", select "Advanced", scroll down below "Security" to "Cookies" and ensure "Always Accept Cookies" is checked.

For all other browsers, go through the "Help" section to ensure the browser is set to accept all cookies.

1.4.3 Saving Changes

After adding or updating data on any screen, follow the directions on that screen to retain any changes made before proceeding to another screen. In browser-based applications, data will be lost when navigating to other pages if not saved.

1.4.4 Date Format

All dates must be entered in the MM/DD/YYYY format.

1.4.5 Error Messages

If an error message is encountered anywhere in the M2M system when navigating from one screen to the next, follow the instructions presented in the resulting informational screen. If that does not resolve the problem, click the "Reload" button on Netscape's toolbar to reload the page (as shown below in Figure 1-1, Netscape Reload Button), or review the information last entered on the screen for accuracy.



Figure 1-1, Netscape Reload Button

If further technical assistance is needed, return to the Home screen and send an e-mail message through the link (located on the M2M home screen). Describe the question or problem in detail, and include a reply e-mail address (if different than the sender's), and name and telephone number of the contact person. A reply will be sent promptly.

2 M2M SYSTEM SECURITY

M2M is part of HUD's Secure Systems. Access to the system will be granted at the user level, restricted to selected OAHP HQ, Preservation Offices, HUD Intranet Guests, and PAE;s using the Internet that are acting as agents for OAHP. The M2M database contains confidential information on HUD's portfolios and program participants. To perform processing functions in the M2M system, a user must have a valid User ID and password with the necessary roles and security access. The HUD Intranet Guest user will have view-only access to the system (i.e., they will not be able to make any updates to M2M data).

2.1 M2M Security Roles and Access Levels

The M2M system has four designated Secured System groups:

- 1. OAHP HQ
- 2. Preservation Office
- 3. Guest
- 4. PAE

The OAHP HQ and Preservation Office level users have a group property assignment function that associates them to all PAEs and properties referred to the M2M system.

The Preservation Offices have more restricted access to the M2M system than the OAHP HQ user.

The Guest user has a "view only" access of the properties and the PAEs currently in the M2M system.

The PAE level has specific user property assignments for access to the system, the PAE user will be restricted to viewing and updating the properties to which they have been specifically assigned.

The M2M system reads the user's property assignments and their secured system group to provide additional security in the M2M system.

There are different levels of user access defined for the M2M system based on the user's group affiliation and property assignment is what they have access to view, make data entries or update information in the M2M system. There is an M2M Administrator responsible for the access permissions for the OAHP (HUD) user ids and the coordination of the PAE registration for user and coordinator ids and their permission levels.

OAHP users must fill out a form to obtain a HUD user id, then gain approval for a user id and M2M access from their supervisor and the M2M system administrator. ADP Security assigns a unique user id to all HUD staff requesting.

For PAEs, there are two roles: Coordinator and User.

For OAHP, there are two roles: HQ and Preservation Office roles.

PAE coordinators are responsible for permission levels for the users registered under their Tax ID for the M2M system access. Property assignment maintenance is the primary responsibility of the PAE Coordinator.

OAHP HQ has asset allocation rights, approval rights, and other data entry responsibilities

OAHP Preservation Office users have similar rights as the OAHP HQ users. The primary difference is the edit rights are restricted to HQ only.

The six M2M OAHP Preservation Offices (San Francisco; New York; Chicago; Washington, DC; OAHP Transaction Center; and Centralized Closing) have OAHP HQ as their system administrator for the M2M program. The Preservation Offices will be responsible to notify OAHP HQ of any changes in staff working on the M2M program in order to manage the access to the M2M system.

3 ACCESS TO THE M2M LOGIN SCREEN

The M2M home screen may be accessed by authorized system users through HUD's Intranet. Users must have a Secure System user ID and password. Reminder: both the user ID and password are case-sensitive.

3.1 Login Procedures

OAHP staff may access the M2M system through HUD's Intranet home Screen in Secure Systems or via the Internet. Access through the Intranet is by typing the following Intranet address: http://hudapps.hud.gov/ssmaster.

Each User is prompted with a request for their User ID and password. Reminder: both the User ID and password are case-sensitive. Click the underlined Mark-to-Market (M2M) link on the list of HUD System Projects.

Any User that is unsuccessful in signing onto the system after several attempts may need to have its password reset. Send a password reset request to the System Administrator via e-mail at: m2minfo@hud.gov. This is not an immediate process, but will be addressed as soon as possible. Remember to include

contact information (name, User ID, e-mail address (if different than sender's) and a brief explanation of the problem).

3.2 Log Off Procedure

Because M2M RELEASE 7.3 contains sensitive financial data, Users are requested to use the Log Off button feature when exiting the system or when leaving your computer running for an extended period of time. If the log off button is not used, another User may be able to reopen your web browser and access system pages.

3.3 Time Out Feature

M2M RELEASE 7.3 has a "time-out" feature. After a period of 2 hours of inactivity, the User will be logged off the system and must go back to the Secure Systems log-in page to sign-in again.

4 M2M SYSTEM HOME SCREEN

Upon authentication from the server, the following home screen appears (Figure 4-1, M2M Home Screen):

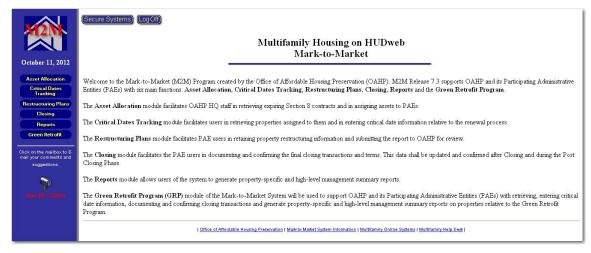


Figure 4-1, M2M Home Screen

4.1 Asset Allocation Module Button

The Asset Allocation button provides access for an OAHP HQ user to add or update PAEs to the M2M system, after which, the PAE may be assigned properties by a HQ user.

4.2 Critical Dates Tracking Module Button

The Critical Dates Tracking button provides access to the M2M properties. Within this module, OAHP Users enter critical dates data in accordance with the predetermined M2M Program timeline for Mortgage Restructuring, Rent Reduction Only without Mortgage Restructuring (Rent Reduction Only), and Rent Comparability Review (Comp Review) properties.

4.3 Restructuring Plans Module Button

The Restructuring Plans button provides Users with access to restructuring plan forms for assigned M2M properties. Online forms are for PAEs with properties going through the Mortgage Restructuring (Form 5.2, Part II.B Case Memorandum Term Sheet) and the Rent Reduction Only (Form 10.2 OAHP Reduction of Rent and Section 8 Contract Renewal Justification) renewal options and must be submitted by the PAEs via the M2M system to OAHP.

4.4 Closing Module Button

The Closing button gives Users a facility for tracking and updating select restructuring plan information and to retain the actual closing figures.

4.5 Reports Module Button

The Reports button gives Users access to the reports in the system.

4.6 Green Retrofit Button

The Green Retrofit button facilitates users in retrieving properties assigned to them under the Green Retrofit portfolio and in entering critical date information relative to the retrofit process.

4.7 E-Mail Link

The M2M system provides an E-Mail link on the home screen for Users of the system to send any questions or comments regarding the M2M system and problems or suggestions by clicking the E-Mail link to open the User Feedback popup screen (Figure 4-2, User Feedback Screen). Please be sure to include your name, a detailed narrative (if sending a question or if there is a problem), return e-mail address (if different from the sending address), contact name, and telephone number (including area code) to receive a timely reply. Please click the Send Email button to send your e-mail message.

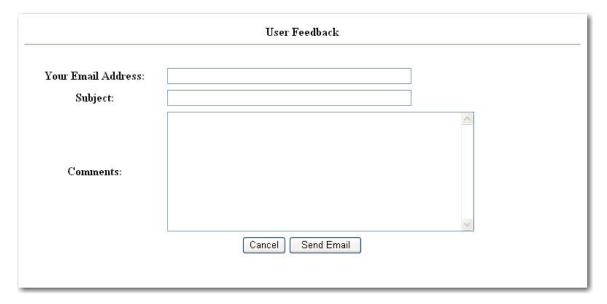


Figure 4-2, User Feedback Screen

Note: Click the Close button on the Successful Screen to return to the M2M system after sending your e-mail message.

4.8 Other HUDweb sites

Other useful HUDweb sites (such as HUD's home screen) are listed at the bottom of the screen. Click on an underlined link to visit a HUD web site.

Note: You will be exiting the M2M system if you click one of the external HUD links. Use Your Browser's Back button on the toolbar to return to the M2M system.

5 GENERAL INFORMATION ABOUT THE M2M PROCESS AND DATA ENTRY

M2M RELEASE 7.3 allows Users to input and record dates critical to the M2M Program process, to input and submit restructuring plan forms data, and to perform other functions pertinent to the M2M Program. Property and management reports summarize the status and progress for M2M Program properties in order to assist in the management of assigned portfolios.

A data entry screen is included within the Critical Dates Tracking module to record critical dates for each property in the M2M system. Each of these data entry screens were designed to reflect the actual dates within the execution of a M2M Program process. A M2M renewal option is one of four types:

- 1. Mortgage Restructuring—Renewal with mortgage restructuring
- 2. Rent Reduction Only—Renewal with rent reduction and no debt restructuring (also referred to as OAHP Life)
- 3. Comp Review—An owner declares its rents are below market and HUD's field office has requested a third party rent comparability review to determine market rents
- 4. Post M2M Comp Review—Mark-Up-To-Market Comp Review, A Comp Review performed after a Rent Reduction Only or Mortgage Restructuring has been completed

It is imperative that attention to detail be paid when entering data in the Critical Dates Tracking and the Restructuring Plans modules. Reports use this data to determine the progress and performance of the PAEs, Preservation Offices, and OAHP.

Note: Inaccurate or incomplete data may misrepresent the progress (or lack thereof) of a property and associated contract throughout the M2M program.

Additional detailed information concerning the Critical Dates Tracking and Restructuring Plans modules may be found in **Section 7**, **Critical Dates Tracking Module** and in **Section 8**, **Restructuring Plans Module**, respectively.

6 ASSET ALLOCATION MODULE

The Asset Allocation module is accessible to OAHP and Guest Account users by selecting the Asset Allocation button on M2M's home screen. OAHP RO and Guest Account users will see a limited set of the functions as view only.

6.1 Asset Allocation Screen

The following screen (Figure 6-1, Asset Allocation Screen) will be returned when the Asset Allocation module button is clicked:



Figure 6-1, Asset Allocation Screen

The Asset Allocation screen allows access to the following functions:

- Add New PAEs
- View Existing PAEs and Assigned Portfolios
- Retrieve New Contracts from REMS
- Retrieve Contracts Referred to OAHP, but not through REMS
- Retrieve Mod/rehab Properties
- Review Assets Referred to OAHP via REMS, but not yet received
- Review Assets Received at OAHP waiting PAE Assignment

- Review M2M Assets Potentially Eligible for Mark-Up-To-Market But Not Yet Received
- Review M2M Assets Requesting Mark-Up-To-Market Received at OAHP waiting PAE Assignment
- Assigned Properties Pending C.O.I. Approval and/or Referral Receipt
- ♦ Assign/Update Portfolio Manager
- Update Rehab Escrow Account Closed Date
- Change Preservation Office
- ♦ Ineligible Properties

The buttons appear in this order to logically instruct the user to complete the addition of a PAE (if not previously added to the M2M system) before attempting to assign properties.

The left side of this page provides access to the Critical Dates Tracking, Restructuring Plans, Closing, and Reports modules by clicking the respective buttons.

6.2 Add New PAEs Screen

This is the first step in adding new PAEs into M2M. When the Add New PAEs button is clicked, the screen below (Figure 6-2, Select a New PAE Screen), will appear:



Figure 6-2, Select a New PAE Screen

The OAHP HQ user must have the Tax ID Number (TIN) of each PAE that will be added. The M2M administrator notifies the REMS' administrator of new PAEs and their Tax ID numbers. The PAE and its TIN must exist in the REMS' Participant table before the PAE can be added to the M2M system. If an error message is returned, please recheck the TIN entered and, if necessary, contact the OAHP security administrator. Do not use a dash when entering a TIN.

When a valid REMS PAE TIN is entered, the following Add a PAE screen will appear (shown on the next page as Figure 6-3, Add a PAE Screen). Where applicable, existing data from the REMS system is used to populate fields. Some fields will appear blank if the information is not found in REMS. The OAHP HQ user is encouraged to complete, update and correct the M2M PAE data, whenever possible. The data used in the M2M system is what will be retained for M2M reporting and later submitted back to HUD.

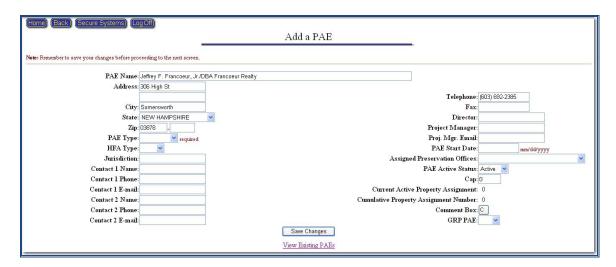


Figure 6-3, Add a PAE Screen

After entering or updating PAE-related data, click the Save Changes button to save entered data.

6.2.1 Data Entry

The PAE Name field should have been automatically filled in. Do not change the spelling of the PAE Name.

It is mandatory that a value be chosen for the PAE Type field when adding a new PAE to the M2M system. The user must indicate by selecting from a drop-down box whether the entity is a Public or Non-Public PAE. If no value is chosen when an attempt is made to save data, an error message will be displayed.

6.2.2 Successful Record Addition

M2M displays a confirmation message after a new PAE is successfully added to the system. After a PAE has been added into the M2M system, it is now available to receive property assignments by OAHP HQ.

Clicking the View Existing PAEs link will take the user to the PAEs screen, where all of the PAEs in the system may be viewed and/or updated. The PAEs screen is further explained in **Section 6.3**, **View/Update PAEs Screen**.

6.3 View/Update PAEs Screen

After a PAE has been entered into the M2M system, the OAHP HQ user may view or update PAE-related data, as necessary.

When the View/Update PAEs button is selected, the following screen (Figure 6-4, PAEs Screen) will appear:

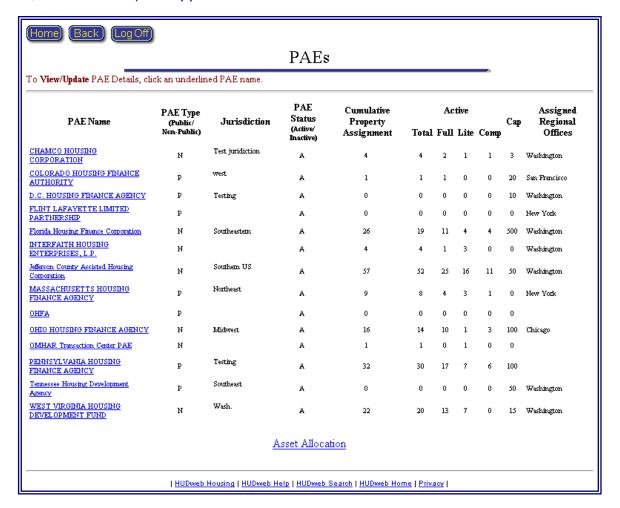


Figure 6-4, PAEs Screen

This screen is a summary of the PAEs (in alphabetical order) currently entered in the M2M system. Assignment values on this screen are system-generated. Other PAE information is entered by the OAHP HQ user either through the PAE View/Update PAE Details screen or the Add PAE screen.

6.3.1 View/Update PAE Data

To view or update a PAE's existing data, click its underlined link and the following View/Update PAE Details screen will be returned, Figure 6-5, View/Update PAE Details Screen:

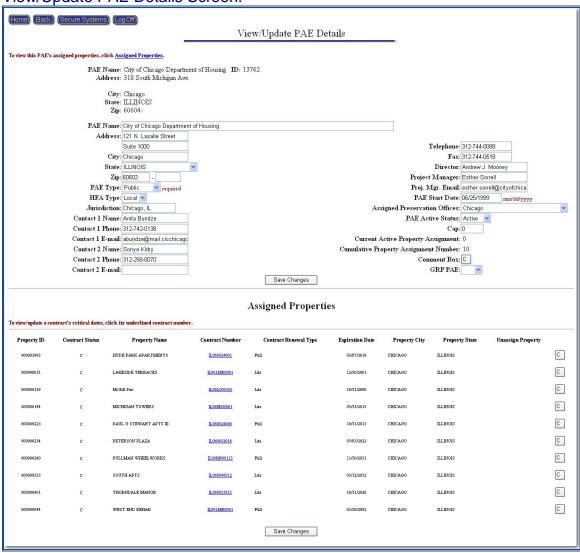


Figure 6-5, View/Update PAE Details Screen

This screen closely resembles the Add New PAE screen. Its purpose is to allow the OAHP HQ user the ability to update or add PAE data, as necessary. For example, if inaccurate data was previously entered or if the contact name has changed, it may be corrected or updated on this screen.

6.3.2 Assigned Properties Section

At the bottom of the View/Update PAEs screen, all of the current properties assigned to the PAE are listed in the Assigned Properties section. Clicking an underlined contract number link will take the user directly to the Critical Dates Tracking data entry screen for that property. No properties will appear unless they have been assigned (refer to Section 6.8.3, Review Asset Received at OAHP waiting PAE Assignment). This module is further discussed in detail in Section 7, Critical Dates Tracking Module. A Comment field is also available for each property.

6.3.3 Unassign Property

OAHP HQ users may unassign a property from a PAE by putting a check mark () in the Unassigned Property box next to each property that is to be unassigned. Once the Save Changes button is clicked, each property will then be available for reassignment to another PAE in the Review/Assign Assets module. This action will reduce the PAE's Current Active Property Assignment and the Cumulative Property Assignment Number counts by one for each property unassigned as well as create a history record of the action. The 'OAHP Receives Referral from Field Office' date is retained in the current critical dates to allow reassignment of the property.

6.4 Retrieve New Contracts from REMS Screen

It is important to note, that since M2M RELEASE 7.3 is a web-based system, users of the system may be required to reload pages or manually retrieve data in order to have current information.

At least once a day, an OAHP HQ user should retrieve new Section 8 contracts that qualify for the M2M Program from the REMS database by clicking the Retrieve New Contracts from REMS link (located on the Asset Allocation page). It may take several minutes for this process to complete. After the process has completed, a confirmation screen will appear.

From the Retrieve New Contracts confirmation screen, the OAHP HQ user may select the Review Assets button to continue. The Review Assets Referred to OAHP via REMS, but not yet received link (located on the Asset Allocation screen) will also take the User to the selection criteria for the Review Assets

Referred to OAHP via REMS, but not yet received section (as illustrated in Figure 6-6, Select Search Criteria below). This facilitates a focused search of properties once contracts referred to OAHP have been retrieved.

▶ **Note:** To ensure that M2M-related properties are available for assignment on a timely basis, the Retrieve New Contracts button should be clicked at least once a day.

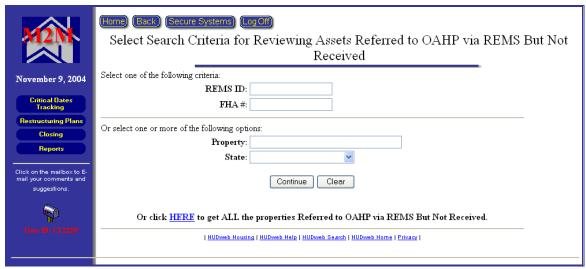


Figure 6-6, Select Search Criteria

Select one of the following criteria available to search for properties to be received:

- ◆ Enter a REMS ID for a specify property
- Enter a FHA Number for a specific property

Or select one or more of the following options available to search for properties to be received:

- ◆ Enter a Property's Name for a specific property
- ♦ Select a state from the drop-down list
- Click the underlined HERE link to retrieve all referred properties awaiting to be received

6.5 Retrieve Contracts Referred to OAHP, but not through REMS Screen

Clicking this link from the Asset Allocation screen will display the screen shown below, Figure 6-7, Retrieve Contract Referred to OAHP, but not through REMS. This function is for retrieving properties into M2M that have been referred to OAHP, but have not had the proper renewal option code updated in REMS. The properties may be requested by property ID number or contract number.

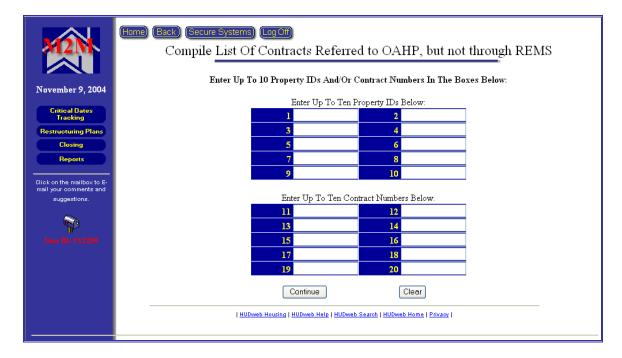


Figure 6-7, Retrieve Contract Referred to OAHP, but not through REMS

6.6 Retrieve Mod/Rehab Properties Screen

This function allows OAHP HQ users to retrieve designated Mod/Rehab properties into M2M. The property may be selected by entering the Property Number or the FHA Number. Since these properties do not have renewal contracts, the user must enter a Contract Number and Expiration Date for tracking purposes within M2M. All currently saved mod/rehab contract numbers should be in the new format according to user defined specifications(For Example: FL001MR0001). The entry screen is show below in Figure 6-8, Mod/Rehab Properties Screen.



Figure 6-8, Mod/Rehab Properties Screen

6.7 Review Assets Referred to OAHP via REMS, but not yet received

The Review Asset Referred to OAHP via REMS, but not yet received function allows OAHP HQ users to review and assign receive dates to the selected properties. The search screen is described and shown in Section 6.4 Review New Contracts from REMS Screen and Figure 6-6, Select Search Criteria screen. The displayed properties are active, not assigned to a PAE, and do not have a Referral Receipt Date. The following steps direct users in making Receipt assignments:

- Click the Add check box □ next to the Property ID to indicate the property is have a Referral Receipt Date
- 2. If desired, click the Comment Box [3] to enter any comments
- 3. Enter the desired Referral Receipt Date (defaulted to current date)
- 4. Repeat steps 1-3 for each additional property
- 5. You may alternately designate the property as being Ineligible by clicking the Ineligible check box and entering a comment in the Ineligible Comment Box

- 6. After all property selections have been made, enter your first name, middle initial, and last name in the Enter Your Name field

 Enter Your Name:
- 7. Click the Submit button submit to save the Referral Receipt Dates and/or Ineligible designations for your selections

The Referral Receipt Date for a property will not be saved by M2M unless there is a check mark in the Add box in addition to the OAHP HQ approver's name in the Enter Your Name field.

Any property that is not getting a receipt date or becoming Ineligible when the screen is saved, will be available the next time the Retrieve Asset Referred to OAHP via REMS, but not yet received page is retrieved (depending upon the selection criteria used). Shown below in Figure 6-9, Review Asset Referred to OAHP via REMS, but not yet received Screen, is a sample screen of selected properties.



Figure 6-9, Review Asset Referred to OAHP via REMS, but not yet received Screen

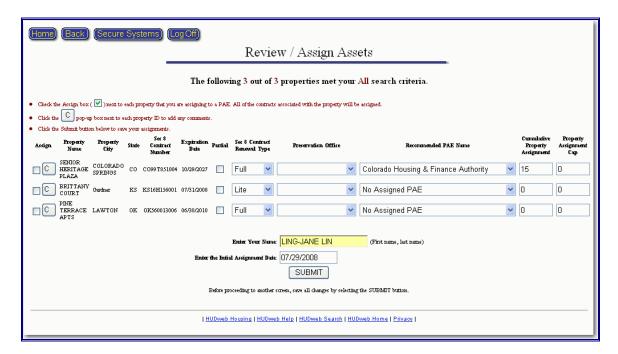
6.8 Review Assets Received at OAHP waiting PAE Assignment

The Review Asset Received at OAHP waiting PAE Assignment screen is used to review and assign properties to PAEs within the M2M system. M2M generates recommended property assignments based on predefined geographical criteria. This screen allows the OAHP HQ user the ability to:

- See the geographically recommended PAE for a property
- Choose another PAE for the property

- Review a summary of the PAE that is being considered for selection
- Review a listing of all the properties awaiting assignment in the M2M system
- Review the M2M renewal type currently entered in REMS and the option of changing it in M2M
- Utilize comment boxes to add information/comments, as needed, for each assignment
- Indicate that the property is to be Ineligible
- Indicate that the property is to be a partial assignment for a Mortgage Restructuring Plan and Rent Reduction Only.
- Selecting one of the 3 OAHP PAE (OAHP WPO Creditvest, OAHP WPO – ONTRA, Inc., or OAHP Chicago – Heskin) shall require the property to be selected as a partial if it's a Full or Lite renewal type.

The screen is depicted below as Figure 6-10, Review/Assign Assets Screen:



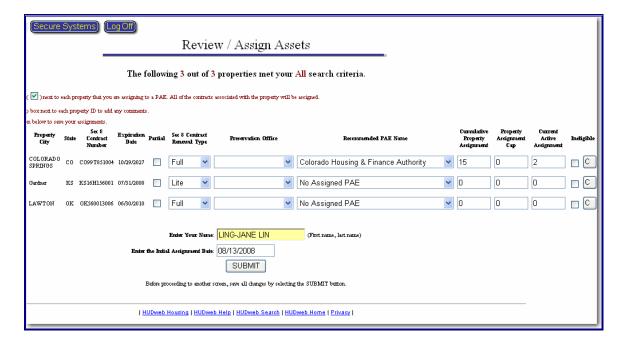


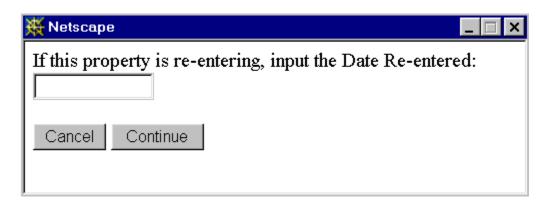
Figure 6-10, Review/Assign Assets Screen

The following steps direct users in making property assignments in the M2M system (for each property that will be assigned to a PAE):

- 1. Review property data to ensure that it is accurate and complete
- ▶ **Note:** Only one contract is displayed for each property. All contracts associated with the property will be assigned to the PAE with the one displayed.
 - 2. Review the Contract Renewal Type field for the property to ensure that it is accurate. If necessary, click the drop-down box to change the renewal option (This change should only be made with the documentation from the HUD Field Office or owner verifying the renewal option).



3. A pop-up window with the text 'If this property is re-entered, input the Data Re-entered:', and an input field shall be displayed if previously approved rent reduction only (lite) is changed to a mortgage restructuring (full).



Note: This change is only effective within the M2M system and it may be necessary to contact other representatives of other systems to correct or update data.

4. Review the Recommended PAE Name generated by M2M. If there is no recommended PAE (based on the predefined criteria), the property will have "No Assigned PAE" as its Recommended PAE Name

If there is no recommended PAE or to select a different PAE than what was recommended, click the Recommended PAE Name drop down list to select one from a list of PAEs. Click the Continue button to save the PAE selected from the list.

- 5. Click the Assign check box next to the Property ID to indicate assignment approval
- 6. If desired, click the Comment Box (a) to enter any comments about the property assignment
- 7. If desired, click the Partial check box next to the Expiration Date to indicate the property is to be a partial assignment (for a Mortgage Restructuring Plan only)
- 8. If there is no selected Preservation Office or to select a different Preservation Office than what was selected, click the Preservation Office drop down list to select one from a list of Preservation Office.



9. Repeat steps 1-8 for each additional property assignment

- 10. You may alternately designate the property as being Ineligible by clicking the Ineligible check box and entering a comment in the Ineligible Comment Box
- 11. After all property assignments have been made, enter your first name, middle initial, and last name in the Enter Your Name field

 Enter Your Name:
- 12. The system date is populated in the Enter Today's Date field. If necessary, it may be overwritten by the end-user with the correct initial assignment date. This is the data the that populates the critical dates field for the initial assignment

 Enter Today's Date: 07/11/1999
- 13. Click the Submit button to make the property assignments to the PAE or to save your selections before going to the next page (by clicking the Next Page button assignments) to make additional property assignments

The property-to-PAE assignment will not be created by M2M unless there is a check mark in the Assign box, values in the Contract Renewal Type and Recommended PAE Name fields (for each assigned property), in addition to the OAHP HQ approver's name in the Enter Your Name field.

Any property that is not assigned when the assignments are made will be available the next time the Review/Assign Assets page is retrieved (depending upon the selection criteria used). Assets that were accurately assigned will not be retrieved on the page (unless they are later unassigned from the PAE and consequently returned to the pool).

The system will return a confirmation screen upon a successful assignment.

6.8.2 Assignment Dated Fields

The date the property is assigned automatically populates OAHP Initial Assignment Date field in the Critical Dates Tracking module for the specific asset. The PAE must submit Conflict of Interest Form 2.2 for clearance before the Asset is Accepted by the PAE date is filled in.

The PAE has three days after the assignment by OAHP HQ to accept or decline the assignment. If the PAE declines the assignment after the property is assigned to them, the OAHP HQ user must unassigned the property by going into the View/Update PAEs module, selecting the PAE, and entering a check mark in each Unassigned Property box under the Assigned Properties section, and saving the changes. This will make the property available for reassignment

to another PAE in the Review/Assign Assets screen. More detail on this PAE/property unassignment may be found in **Section 6.3**, **View/Update PAEs Screen**.

For each property assignment, OAHP HQ should review the **Critical Dates Tracking** screen to confirm the dates and data entered for the contracts assigned to the PAEs have complete and accurate data pulled from REMS.

6.9 Review M2M Assets Potentially Eligible for Mark-Up-To-Market But Not Yet Received

This function allows OAHP HQ users to enter the Referral Receipt Date and Referral Date for multiple properties at a time instead of going through each property's Critical Dates Tracking screen. The search screen allows selecting ALL Properties Potentially Eligible for Mark-Up-To-Market, But Not Yet Received. The screen is depicted below in Figure 6-11, Review M2M Asset Potentially Eligible for Mark-Up-To-Market But Not Received Screen.

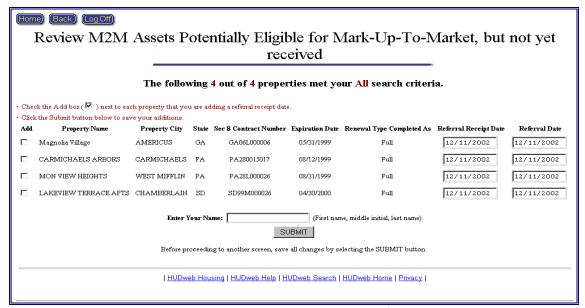


Figure 6-11, Review M2M Assets Potentially Eligible for Mark-Up-To-Market But Not Received Screen

To add or change the information for a property, check the Add box, enter the Referral Receipt Date and the Referral Date, your name, and click the SUBMIT button.

6.10 Review M2M Assets Requesting Mark-Up-To-Market Received at OAHP waiting PAE Assignment

This function allows OAHP HQ users to assign properties requesting Mark-up-to-Market Comp Reviews to a PAE. The search screen allows selecting ALL

Properties Requesting Mark-Up-To-Market Received at OAHP waiting PAE Assignment. The screen is depicted below in Figure 6-12, Review M2M Asset Requesting Mark-Up-To-Market Received at OAHP waiting PAE Assignment Screen.

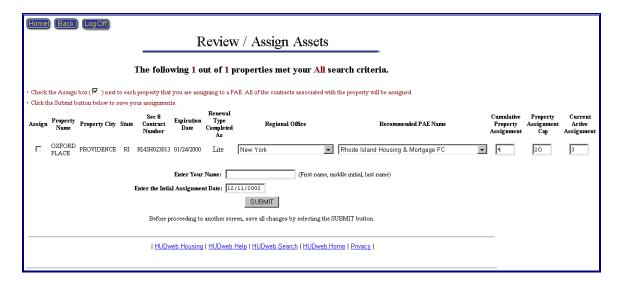


Figure 6-12, Review M2M Assets Requesting Mark-Up-To-Market Received at OAHP waiting PAE Assignment Screen

To assign a property, check the Assign Box, select a Preservation Office and a PAE, enter your name and a date, and click the SUBMIT button.

6.11 Assigned Properties Pending C.O.I. Approval and/or Referral receipt

This function allows OAHP HQ users to enter the COI Approval Date and/or Referral Date for multiple properties at a time instead of going through each property's Critical Dates Tracking screen. The search screen allows selecting properties by PAE Name or ALL Properties Pending C.O.I. Approval and/or Referral Receipt. Only assigned properties that do not already have both a COI Approval Date and Referral Date are selected. The screen is depicted below in Figure 6-13, Assigned Properties Pending C.O.I. Approval and/or Referral Receipt Screen.

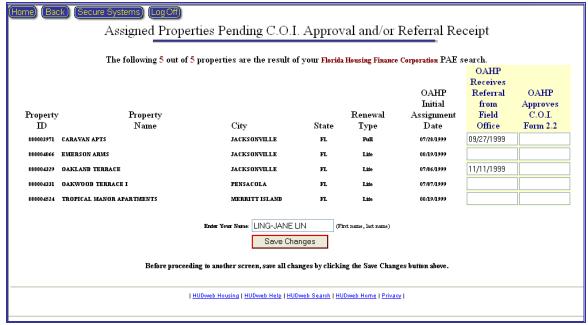


Figure 6-13, Assigned Properties Pending C.O.I. Approval and/or Referral Receipt Screen

To add or change the information for a property, enter the Referral Receipt Date and/or COI Approval Date, your name, and click the Save Changes button.

6.12 Assign/Update Portfolio Manager

This function allows OAHP HQ users to assign or update the Portfolio Manager for the selected properties. The search screen allows selecting properties by REMS ID, FHA Number, Property Name, State, PAE Name, Portfolio Manager, Closing Date, Assignment Status or ALL Assigned Properties. The Search screen is depicted below in Figure 6-14-1, Select Search Criteria for Assign/Update Portfolio Manager Screen. The Portfolio Manager screen is depicted below in Figure 6-14-2, Assign/Update Portfolio Manager Screen. Removing or changing the Portfolio Manager of a property will generate a history record of the action.

Home Back Secure Systems Log Off						
Select Search Criteria for Assign/Update Portfolio Manager						
*						
Select one of the following criteria:						
REMS ID:						
FHA#:						
Or select one or more of the following options:						
Property:						
State:						
Portfolio Manager:						
Closing Date:						
Assignment Status:						
Continue Clear						
Or click <u>HERE</u> to get ALL properties.						
HUDweb Housing HUDweb Help HUDweb Search HUDweb Home Privacy						

Figure 6-14-1, Select Search Criteria for Assign/Update Portfolio Manager Screen



Figure 6-14-2, Assign/Update Portfolio Manager Screen

To assign/change the Portfolio Manager for a property, select from the drop down options.

6.13 Update Rehab Escrow Account Closed Date

This function allows OAHP HQ users to update the Rehab Escrow Account Closed Date for the selected properties. The search screen allows selecting properties by REMS ID, FHA Number, Property Name, State, Closing Date, Rehab Escrow Account Status or ALL Assigned Properties. The Search screen is depicted below in Figure 6-15-1, Select Search Criteria for Update Rehab Escrow Account Closed Date Screen. The Update Rehab Escrow Account Closed Date Screen is depicted below in Figure 6-15-2, Update Rehab Escrow Account Closed Date Screen. Removing or changing the Portfolio Manager of a property will generate a history record of the action.

Home Back Secure Systems LogOff Select Search Criteria for Update Rehab Escrow Account Closed Date				
Select one of the following criteria:				
REMS ID:				
FHA #:				
Or select one or more of the following options:				
Property:				
State:				
Closing Date:				
Rehab Escrow Account:				
Continue Clear				
Or click <u>HERE</u> to get ALL properties.				
<u>HUDweb Housing</u> <u>HUDweb Help</u> <u>HUDweb Search</u> <u>HUDweb Home</u> <u>Privacy</u>				

Figure 6-15-1, Select Search Criteria for Update Rehab Escrow Account Closed Date Screen

Home Back Secure Systems CogOff Update Rehab Escrow Account Closed Date						
The following is the result of your 800000083 property search. Enter all dates in mun/dd/yyyy format. Click the Save Changes button to save all updates/changes.						
PAE Name	Status	Property ID	Property Name	City	State	Rehab Escrow Account Closed Date
ONTRA, Inc.	с	800000083	AYALPIK APARTMENTS	BETHEL	AK	
	Save Changes					
Before proceeding to another screen, save all changes by clicking the Save Changes button above.						
HUDweb Housing HUDweb Help HUDweb Search HUDweb Home Privacy						

Figure 6-15-2, Update Rehab Escrow Account Closed Date Screen

To Update Rehab Escrow Account Closed Date for a property, enter the Rehab Escrow Account Closed Date in mm/dd/yyyy format, and click the Save Changes button.

6.14 Change Preservation Office Screen

This function allows OAHP HQ users to change the assigned Preservation Office for the selected properties. The search screen allows selecting properties by State, PAE Name, Property ID, or ALL Assigned Properties. The screen is depicted below in Figure 6-16, Change Preservation Office Screen. Changing the Preservation Office of a property will generate a history record of the action.

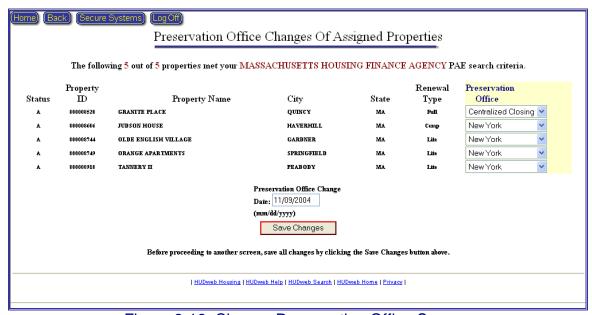


Figure 6-16, Change Preservation Office Screen

To change the Preservation Office for a property, select from the drop down options,



enter the Change Date (defaulted to current date), and click the Save Changes button.

6.15 Ineligible Properties Screen

This function allows OAHP HQ users to reactivate properties that have been designated as Ineligible. The search screen allows selecting properties by State, Property ID, or ALL Ineligible Properties. The screen is depicted below in Figure 6-17, Ineligible Properties Screen.

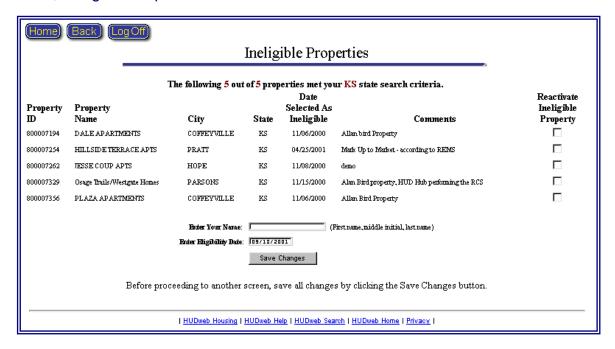


Figure 6-17, Ineligible Properties Screen

To reactivate a property, click the checkbox for the desired properties, enter your name, the Eligibility Date (defaulted to current date), and click the Save Changes button.

7 CRITICAL DATES TRACKING MODULE

The Critical Dates Tracking module is accessed by clicking the Critical Dates Tracking button on M2M's home screen. Within the Critical Dates Tracking module, OHAP users may enter and modify critical date fields and their associated comments, view any associated history information, change the renewal type (HQ only), and end the M2M process.

Clicking Critical Dates Tracking button retrieves a search selection criteria page, similar to other search criteria screens, as shown below in Figure 7-1, Search Criteria for Critical Dates Tracking Screen.

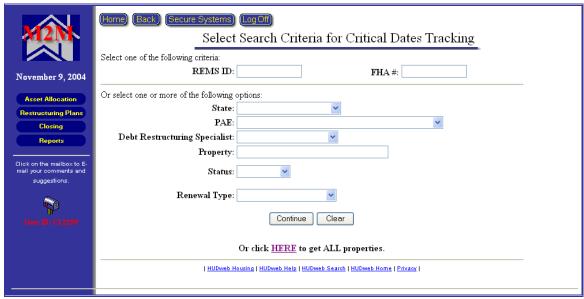


Figure 7-1, Search Criteria for Critical Dates Tracking Screen

Select one of the following criteria available to retrieve properties for the Critical Dates Tracking module:

- Enter a REMS ID for a specify property
- Enter a FHA Number for a specific property

Or select one or more of the following options available to retrieve properties for the Critical Dates Tracking module:

- Select a State from the drop-down list
- ♦ Select a PAE from the drop-down list
- Select a Deb Restructuring Specialist from the drop-down list
- Enter a Property's Name for a specific property
- Select a Property's Status (Active or Completed)
- Select a Renewal Type (Mortgage Restructuring, Rent Reduction only, Comp Review or Post M2M Comp Review)
- Click the underlined <u>HERE</u> link to retrieve all properties in the system

7.1 Assigned Properties Screen

The Assigned Properties screen (shown below as Figure 7-2, Assigned Properties) will be returned once the search is performed (based on the criteria on the Select Search page).

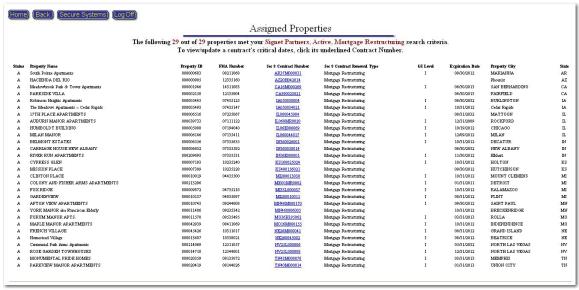


Figure 7-2, Assigned Properties

All of the assigned properties that have a renewal option will be displayed (based on the criteria used to select property) and have a link to a Critical Dates Tracking form.

7.2 Contract Number Link

The Assigned Properties screen displays all assigned properties and pertinent information. It also contains the highlighted contract number Flaghdoollil as a link to access the Critical Dates Tracking form to enter or view the critical dates. The contract highlighted will be the first expiring contract for the property. The resulting screen is the Critical Dates Tracking screen (discussed in the next section).

7.3 Critical Dates Tracking Screen

After a contract link is selected, a Critical Dates Tracking screen is retrieved (based on the property's M2M renewal option type). Figure 7-3, Mortgage Restructuring Critical Dates Screen, on the next page, provides an example of a Critical Dates Tracking screen for a property with a Mortgage Restructuring

renewal option. The Critical Dates Tracking screens vary depending upon the M2M renewal type.

Figure 7-3-1, Mortgage Restructuring Critical Dates Screen (Partial), on the following page provides an example of a Critical Dates Tracking screen for a property designated as a partial assignment. HQ users may check the steps that need to be performed by the PAE and also enter a due date for selected steps. Only the steps that are checked or have a due date will be displayed to the PAE. Preservation Office users may input due dates, but cannot select any of the other steps.

Figure 7-3-2, Rent Reduction only Critical Dates Screen, on the next page, provides an example of a Critical Dates Tracking screen for a property with a Rent Reduction only renewal option.

Figure 7-3-3, Rent Reduction only Critical Dates Screen (Partial), on the following page provides an example of a Critical Dates Tracking screen for a property designated as a partial assignment. HQ users may check the steps that need to be performed by the PAE and also enter a due date for selected steps. Only the steps that are checked or have a due date will be displayed to the PAE. Preservation Office users may input due dates, but cannot select any of the other steps.

Figure 7-3-4, Post M2M Comp Review Critical Dates Screen, on the following page provides an example of a Critical Dates Tracking screen for a property designated as a Mark-Up-To-Market Comp Review assignment.

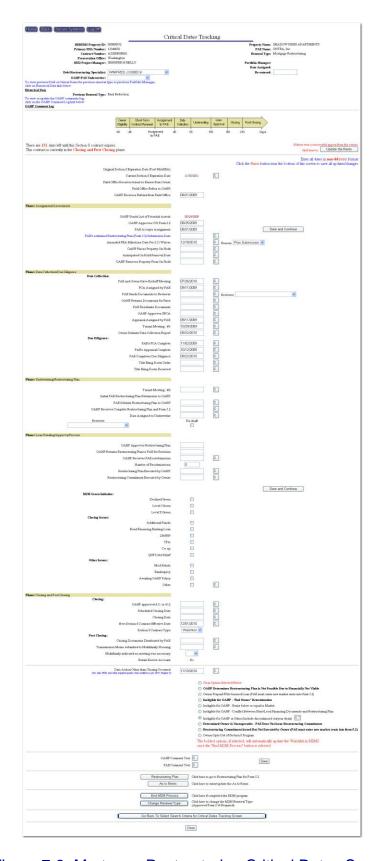


Figure 7-3, Mortgage Restructuring Critical Dates Screen

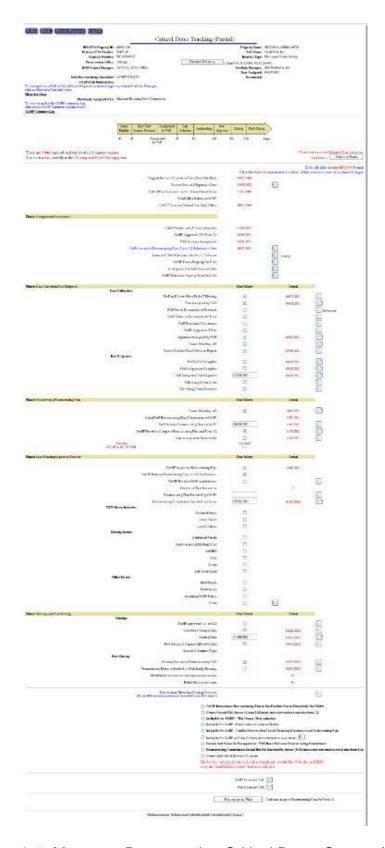


Figure 7-3-1, Mortgage Restructuring Critical Dates Screen (Partial)

(Home) (Back) (Secure Systems)	Log Off)				
	Critical Dat	tes Ti	acking		
HEREMS Property ID:	800000142		Property Name:		
Primary FHA Number:	06235361		PAE Name:	Jefferson Coun	ty Assisted Housing Corp.
Contract Number: Preservation Office:	ALU9UUZZU63 Chicago		Renewal Type:	Rent Reduction	Only
HUD Project Manager:					
Debt Restructuring Specialist:					
OAHP/PAE Underwriter: To view previous PAE or Critical Dates for pre-	NANCY J RICHARDS V				
click on Historical Data link below:	vious renewal type of previous rotations intail	raBor,			
Historical Data	Jefferson County Assisted Housing Corp.				
Previous Renewal Type:	Mortgage Restructuring				
Previous Preservation Office:					
To view or update the OAHP comments log, click on the OAHP Comment Log link below:					
OAHP Comment Log					
There are -1398 days left until this Section	n 8 contract expires			Ift	there was a successful appeal from the owner,
This contract is currently in the Assignm					click here to: Update the Rents
					T
		Click t	he Save button nea	r the bottom o	Enter all dates in mm/dd/yyyy format. of this screen to save all updates/changes.
	Original Section 8 Expiration Date (Post IV		01/06/2002		•
	Current Section 8 Expirat		09/30/2004	C	
Field Off	fice Receives Request for Rent Reduction from		10/07/2003		
Field OT	nce Receives Request for Rent Reduction fros Field Office Refers t		10/07/2003		
	OAHP Receives Referral from Fie	id Office:			
Phase: Assignment/Assessment					
	OAHP Sends List of Potentia	l Assets:	08/29/2001		
	OAHP Approves COI				
	PAE Accepts Ass			i	Save and Continue
BATT .	FAE Accepts Ass imated Recommendation (Form 10.2) Submiss				33.5 3.13 53.11105
PAEs est					
	Tier 1 Incentive Due Date (F				
	Amended Tier 1 Incentive E				
	Amended Tier 1 Due Date (Per R			C	
	Tier 2 Incentive Due Date (F	er PRA):			
	Amended Tier 2 Incentive E	Due Date:		C	
	Amended Tier 2 Due Date (Per R	el. Mgr.):		С	
	OAHP Places Property	On Hold:		C	
	Anticipated On Hold Remo	val Date:		С	
	OAHP Removes Property From				
	,,				
Phase: Rent Reduction Determination					
	Tenant No			С	
	PCA Assigned	by PAE:		C	
	Appraisal Assigned	by PAE:		C	
	PAEs PCA C	omplete:		C	
	PAE's Appraisal C	Complete:		C	
	Initial PAE Restructuring Plan Submission t			_	
PAE	Submits Justification for Recommendation (Fo			C	
OAHP Receive	es Complete PAE Justification (Form 10.2) Sub	omission:			
	OAHP Approves PAE 'Lite' Recomme				
	OAHP Notifies HUD Project I				
PAR Sanda Naw Sac 2 (Contract to Owner and Notifies HUD Project I				
	AE Receives Copy of Owner's Signed Sec. 8				
·		_ omittees.		ت ـ	
Status of Miscellaneous Items					Save and Continue
PAE Notifies Owner of Re	commendation to Convert to Mortgage Restr	ucturing:		C	
	OAHP Approves Tier 2 Conversion (Fo				
	OAHP Returns Submission to PAE for I	Revision:		C	
	OAHP Receives PAE Resul	omission:		C	
	Number of Resubs	missions:	0		
	New Section 8 Contract Effect	ive Date:		С	
	Section 8 Contro	act Type:			
			Clear Option Selec	ted Below	
			Renew as Tier 1 Renew as Tier 2		
	DAT Ripal Section 9 December D			ible, Recommen	nded Conversion to Full
	PAE Final Section 8 Renewal Recommo	endanon.	Not to Renew		
					nts below or equal to Market
			Owner Opts Out o		
			opio out o		•
	OAHP Comment Text:	C *			
	PAE Comment Text:			Save	
	1112 Commons 1 6M.				
	Restructuring Plan	Click her	e to go to Restructurir	ng Plan for Form	10.2.
	End M2M Process	Click her	e if completed the M2I	M program.	
	Change Renewal Type	Click her	e to change the M2M	Renewal Type.	
	Change Aellewal Type	(Approv	ed Form 2.16 Required		
-	Go Back To Select Search Criteria	a for Criti	cal Dates Tracking S	creen	
	To delect dearen offieri		nacking a		
	Cle	ear			

Figure 7-3-2, Rent Reduction Only Critical Dates Screen

Home Back Secure Systems Log Off			
Critical Dates Tracki	ng (Partial)		
HEREMS Property ID: 800006288 Primary FHA Number: 07135426 Contract Number: IL06A001002	Pro	PAE Name:	ROOSEVELT INDEPENDENCE Heskin Signet Partnership Rent Reduction Only
Preservation Office: Chicago	I.C.	пенат гуре.	Tone to decide only
HUD Project Manager: KEN JONES			
Deht Restructuring Specialist: F. DENNISON SHAW, JR.			
OAHP/PAE Underwriter: To view previous PAE or Critical Dates for previous renewal type or previous Portfolio Manager,			
click on Historical Data link below:			
Historical Data Previously Assigned PAE: City of Chicago Department of Housing			
Previous Renewal Type: Mortgage Restructuring			
To view or update the OAHP comments log, click on the OAHP Comment Log link below:			
OAHP Comment Log			
There are -576 days left until this Section 8 contract expires. This contract is currently in the Rent Reduction Determination phase.			If there was a successful appeal from the owner, click here to: Update the Rents
			Enter all dates in mm/dd/yyyy format.
Click t	he Save button ne	ar the botto	om of this screen to save all updates/changes.
Original Section 8 Expiration Date (Post MAHRA):			
Current Section 8 Expiration Date:	12/31/2006	C	
Field Office Receives Request for Rent Reduction from Owner:	08/30/2006		
Field Office Refers to OAHP:			
OAHP Receives Referral from Field Office:			
Phase: Assignment/Assessment			
OAUD Standard in a Special in Academy	12/13/2005		
OAHP Sends List of Potential Assets:	12/13/2005	1	
OAHP Approves COI Form 2.2:	01/02/2006]]	Save and Continue
PAE Accepts Assignment:	03/17/2006		Save and Continue
PAE's estimated Recommendation (Form 10.2) Submission Date:	03/17/2006	C	
OAHP Places Property On Hold:	02/01/2006		
Anticipated On Hold Removal Date: OAHP Removes Property From On Hold:	02/01/2000		
Offin Tealloves Floperby Florico Inflata.			
Phase: Rent Reduction Determination	Due/Select		Actual
T			04/01/2006 C *
Tenant Notice Sent:	V		04/01/2000
PCA Assigned by PAE:	V		
Appraisal Assigned by PAE:	V		
PAE's PCA Complete:	V		
PAE's Appraisal Complete:	✓		
OAHP Comment Text: C*			
PAE Comment Text: C		Sav	/e
PAR Comment Text:			
Restructuring Plan Click her	e to go to Restructur	ing Plan for F	Form 10.2.
End M2M Process Click her	e if completed the M	2M program.	
Change Panewal Type Click her	e to change the M2N	I Renewal Ty	тре.
(Approv	ed Form 2.16 Require	d)	
Go Back To Select Search Criteria for Criti	cal Dates Tracking	Screen	
Clear			
Ocal			
LUIRouse Hannies LUIRouse II-L-LUIRouse A	rob I HIIDwork Hama I S	is a me I	
HUDweb Housing HUDweb Help HUDweb Sea	un i Hunweb Home P	IVACY	

Figure 7-3-3, Rent Reduction Only Critical Dates Screen (Partial)

Home Back Secure Systems Log Off	C 'C1 D-t-y Translaine				
	Critical Dates Tracking	N .			
HEREMS Property ID: 200000254 Primary FHA Number: 06244041 Contract Number: FL120MR23* Preservation Office: New York	ប	Property Name: FAIRLANE MEADOWS PAE Name: VENCOR, INC. Renewal Type: Post M2M Comp Review			
HUD Project Manager: PAT ALLEN					
Debt Restructuring Specialist: To view or update the OAHP comments log,	Y				
click on the OAHP Comment Log link below: OAHP Comment Log					
There are -1148 days left until this Section 8 contract expire: This contract is currently in the Assignment/Assessment pl					
	Click the Save button ne	Enter all dates in mm/dd/yyyy format. ar the bottom of this screen to save all updates/changes.			
Original Section 8 Expiration Date (Post MAHRA):	CHER HIE DAVE COMOR HE	ar the bottom of this screen to save an updates/changes.			
Current Section 8 Expiration Date:	09/18/2001	O Mod Rehab			
Field Office Receives Intent to Renew from Owner:		- Mod Kenae			
Field Office Refers to OAHP:	02/18/2004				
OAHP Receives Referral from Field Office:	02/18/2004				
Phase: Assignment/Assessment					
OAHP Sends List of Potential Assets:	02/18/2004				
OAHP Approves COI Form 2.2:					
PAE Accepts Assignment:		Save and Continue			
PAE's estimated Comp Review submission Date:		C			
Complete Comp Review Due (per PRA):		_			
Amended Due Date (Per Rel. Mgr.):		C			
Phase: Comparability Review					
PAE Submits Review Results to OAHP:					
OAHP Approves Review Results:					
OAHP Returns Review Results to PAE for Revision:					
PAE Notifies HUD Field Office:					
OAHP Receives Complete Comp Review: OAHP Receives PAE Resubmission:		000000000000000000000000000000000000000			
OAHP Receives PAE Resubmission: Number of Resubmissions:	0				
ATMINON OF TOPONOMICS					
Approved Review Results:	Review in Process Section 8 Contract Rent Over Market Section 8 Contract Rent Equal/Under Market	Comp Review Results Clids to enter /update comp review results.			
	OAHP Comment Text: C PAE Comment Text: C	Seve			
End N	12M Process Click here if completed the M2	2M program.			
Go Back To Select Search Criteria for Critical Dates Tracking Screen					
Clear					
I <u>НИОмеь Но</u>	using HUDweb Help HUDweb Search HUDweb Home Pr	ivsov			

Figure 7-3-4, Post M2M Comp Review Critical Dates Screen

7.3.1 Historical Data Display

If there is any historical data for a property, a link and previous values will appear near the top of the Critical Dates Tracking screen as show below in Figure 7-4, History Notice.



Figure 7-4, History Notice

To see a summary of the historical actions, click the <u>Historical Data</u> link to display the Historical Data screen as shown in Figure 7-5, Historical Data Summary Screen.



Figure 7-5, Historical Data Summary Screen

The Critical Date Detail, saved at the time the action was performed, can be viewed by clicking the <u>Renewal Type</u> or <u>PAE unassignment</u> or <u>Reactivation</u> links. Shown below, in Figure 7-6, Historical Critical Date Detail Screen, is a sample display. Clicking the <u>Portfolio Manager</u> link will display a popup window showing the date the indicated portfolio manager was assigned.

	Property Name	900 No. 61 (1970 No. 1970 No.
		CLINTON PLACE
		OAHP Chicago - Signet
	Renewal Type:	Mortgage Restructuring
CARROL	Re-entered:	
10/31/2011 06/20/2011		
07/29/2008		
08/01/2008		
08/11/2008		
04/30/2009		
Plan Submission		
08/21/2008		
08/26/2008		
10/03/2008		
09/25/2008		
10/03/2008		
09/08/2008		
0		
	10/31/2011 06/20/2011 07/29/2008 08/01/2008 08/05/2008 08/05/2008 08/11/2008 04/30/2009 Plan Submission 08/21/2008 08/26/2008 08/26/2008 09/24/2008 09/16/2008 10/03/2008 09/25/2008 09/08/2008 09/08/2008	10/31/2011 06/20/2011 07/29/2008 08/01/2008 08/05/2008 08/11/2008 04/30/2009 Plan Submission 08/26/2008 08/26/2008 09/24/2008 09/24/2008 09/16/2008 10/03/2008 09/25/2008 10/03/2008 09/08/2008 09/08/2008

Figure 7-6, Historical Critical Date Detail Screen

7.3.2 OAHP Comment Log

If there is any OAHP Comment Log for a property, a link will appear near the top of the Critical Dates Tracking screen as show below in Figure 7-5, OAHP Comment Log Notice.

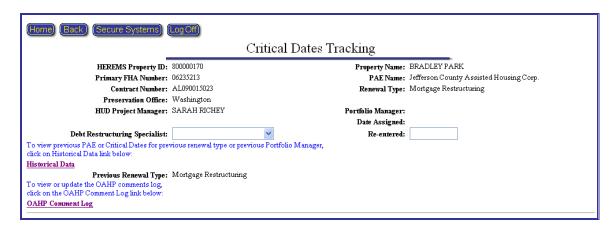


Figure 7-7, OAHP Comment Log Notice

To see a list of the OAHP Comments Log, click the <u>OAHP Comment Log</u> link to display the OAHP Comment Log screen as shown in Figure 7-8, OAHP Comment Log Screen.



Figure 7-8, OAHP Comment Log screen

7.3.3 Critical Dates Data Entry

All Critical Dates data entry boxes applicable to the PAE or OAHP User may be entered or updated by the OAHP HQ users. The OAHP RO Users may enter or update the critical date fields applicable to OAHP, but only have the ability to read the data the PAE entered. The same holds true in reverse for the PAE User, i.e., PAEs may only read OAHP fields, but not enter or update them.

The following Mortgage Restructuring, Rent Reduction Only, and Comparability Review critical date fields are system-generated and therefore cannot be edited by Users: Original Section 8 Expiration Date (Post MAHRA), Current Section 8 Expiration Date, Field Office Receives Intent to Renew from Owner, Field Office Receives Request for Rent Reduction from Owner, Field Office Refers to OAHP, OAHP Sends List of Potential Assets, Complete Comp Review Due (per PRA), and Number of Resubmissions.

Comments relative to tasks/dates may be recorded in the M2M system and are encouraged. Click on the "C" button next to a critical date to enter comments (in a pop-up box) related to a specific date or phase. Figure 7-9, Comment Fields is an excerpt of a Mortgage Restructuring Critical Dates Tracking screen with highlighted comment boxes.

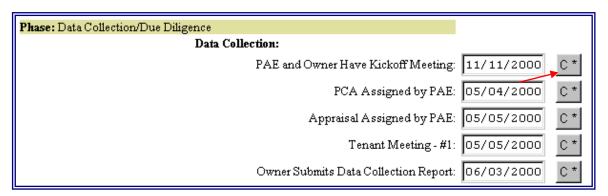


Figure 7-9, Comment Fields

On the Mortgage Restructuring Critical Dates Tracking screen (only) there is a yellow timeline that shows at a glance, the guidelines for completing phases and tasks (in accordance to the timeframes in the M2M Operating Procedures Guide).

All dates must be entered in the MM/DD/YYYY format. The Save button must be selected once the updates or changes are verified.

7.3.4 Critical Dates Reporting

Data entered in the Critical Dates Tracking module is used to generate the following reports:

- Assigned Active Property Report
- Submitted Plans Awaiting Decision Report
- Property Status Report
- Overview of the Portfolio Status Report
- Partial Assignments Report
- Rent Comparability Review Progress Report
- ♦ Rent Reduction Only Progress Report
- Mortgage Restructuring Progress Report

Note: Careful attention to detail must be paid when entering dates on the Critical Dates Tracking screen. Updates are made to the system's database once the User saves the changes. It is **strongly suggested** you review the data for accuracy before **and** after selecting the Save button.

A message is displayed confirming changes were saved if the data was entered in the correct format.

There are additional comment buttons at the bottom of the screen for use by the PAE and OAHP Users, respectively.

If an action other than a closing occurred on a Mortgage Restructuring contract, there is a date and comment box available at the bottom of the screen. There are also radio button options below this date that should be selected.



Note: Remember to save any and all changes or updates before leaving this screen by selecting the Save button at the bottom of the screen.

7.3.5 Ending M2M Contract Process

After a contract has completed the M2M process, OAHP may close it by clicking the End M2M Process button at the bottom of the screen. A confirmation window, as illustrated below as Figure 7-10, End M2M Process Confirmation Window, will be displayed. Select OK to end the contract or Cancel to return to the previous screen.



Figure 7-10, End M2M Process Confirmation Window

7.3.6 Changing Contract Renewal Type

During the M2M Program process, a contract's renewal type may be changed by selecting the Change Renewal Type button Change Renewal Type button Figure 7-11, Contract Renewal Type Change, screen (shown below).



Figure 7-11, Contract Renewal Type Change

The current renewal type is displayed and a drop-down box is available to select the new renewal type for the contract. The User is also required to enter the date the contract's renewal type changed. Comments relating to the contract's changed status may also be entered.

After the user clicks the Continue button, a confirmation screen is displayed to let the user know the change was accepted. Changing the renewal type for a contract will generate a history record of the action. Clicking the Continue button will return a Critical Dates Tracking screen, based on the new renewal type.

7.3.7 As Is Rents Screen

If a 'Date Action Other than Closing Occurred' is entered and saved, an 'As Is Rents' button will appear near the bottom of the screen. Clicking the 'As Is Rents' button will display a screen for entering as is rent information as shown below in Figure 7-12, As Is Rents Screen.

As Is Rents

Click here to enter/update the As Is Rents.

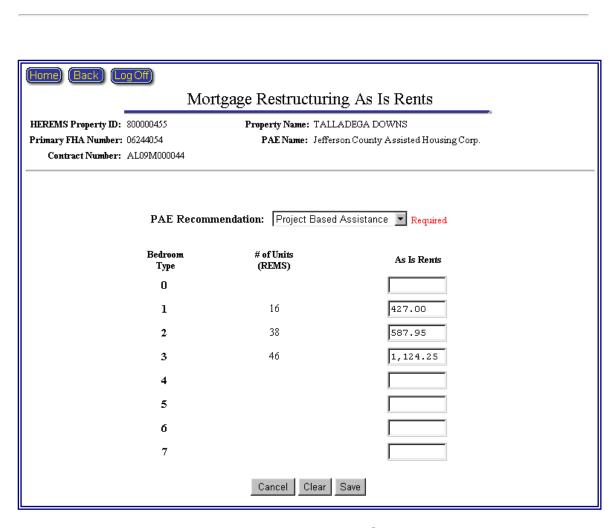


Figure 7-12, As Is Rents Screen

The 'PAE Recommendation' with drop down selection box for options 'Project Based Assistance' and 'Tenant Based Assistance' is required to be selected.

Input data fields allow the user to enter an 'As Is Rent' amount for each unit type.

7.3.8 Comp Review Results Screen

Clicking the 'Comp Review Results' button that is displayed on a Comp Review type contract, will display a screen for entering Comp Review Results information as shown below in Figure 7-13, Comp Review Results Screen.

Comp Review Results

C Review in Process

Approved Review Results: C Section 8 Contract Rent Over Market

	© Section 8 Contract Rent Equal/Under Market Click to enter / update comp review results.						
Home Back (Log Off)						
		Comp Re	view Results	_			
HEREMS Proper	ty ID: 800001447	Property Name: EI	. CASA VERDE I	-			
Primary FHA Nu		PAE Name: He	eskin Signet Partnership				
Contract Nu	mber: CA39M000158						
Bedroom Type	# of Units (REMS)	Current Contract Rents	Owner's Submitted Rents	Determined Market Rents			
0	16						
1	24						
2	48						
3	22						
4							
5							
6							
7							
		Cancel	Clear Save				

Figure 7-13, Comp Review Results Screen

Input data fields allow the user to enter the Current Rent, Owner's Submitted Rent, and Determined Market Rent amounts for each unit type.

7.3.9 Comp Review to Determine Mark-Up-To-Market Eligibility Screen

Clicking the 'Comp Review Results' button that is displayed on a Post M2M Comp Review type contract, will display a screen for entering Comp Review to Determine Mark-Up-To-Market Eligibility information as shown below in Figure 7-14, Comp Review To Determine Mark-Up-To-Market Eligibility Screen.

	Approved Rev	iew Results: (ocess intract Rent Over Market intract Rent Equal/Under Mark	Comp Review Results Click to enter / update comp review results.		
Home) (Back)		. 5			4 . 574 14 14		
	mp Review erty ID: 800000416	to Deter		Mark-Up-To-Ma			
Primary FHA	Number: 06235325 Number: AL09M0000)25		ume: Marion County Housing			
Bedroom Type	# of Units (REMS)	Current Con Rents	tract	Owner's Submitted Rents	Determined Market Rents		
0							
1	16	345.00		425.00	395.00		
2	48						
3	24						
4							
5							
6							
7							
Cancel Clear Save							

Figure 7-14, Comp Review To Determine Mark-Up-To-Market Eligibility Screen

Input data fields allow the user to enter the Current Rent, Owner's Submitted Rent, and Determined Market Rent amounts for each unit type.

8 RESTRUCTURING PLANS MODULE

The Restructuring Plans module is accessed by selecting the Restructuring Plans button from M2M's home screen. There are also links at the bottom of the Mortgage Restructuring and Rent Reduction Only Critical Dates Tracking screens to the associated property's restructuring plan form.

Note: These restructuring plan forms are only one part of the Draft Restructuring Plans and Subsidy Recommendations that must be submitted to OAHP for approval.

Within this module are Restructuring Plan Forms that must be submitted and approved via M2M. Each type of restructuring plan form (Form 5.2 and Form 10.2) has its own menu selections, specific to the data that must be collected to generate a form. Additional detail may be found in Section 8.2 Mortgage Restructuring Plan Forms and Section 8.3 Rent Reduction Only Plan Forms, respectively.

Figure 8-1, Restructuring Plans Screen, represents the screen that will be retrieved when the Restructuring Plans button is clicked. The button may be found on M2M's home page and on the menu bar within other modules.



Figure 8-1, Restructuring Plans Screen

Users may search for Restructuring Plans by clicking the Search for Property Plans link or retrieve submitted plans by clicking the Review Submitted Plans Awaiting Decision link. Clicking the Search for Property Plans link retrieves a search selection criteria page, as shown below in Figure 8-2, Restructuring Plans Search Criteria Screen.

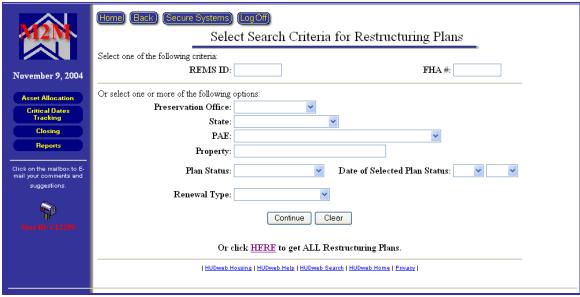


Figure 8-2, Restructuring Plans Search Criteria Screen

Select one of the following criteria available to retrieve properties for the Restructuring Plans:

- Enter a REMS ID for a specify property
- ◆ Enter a FHA Number for a specific property

Or select one or more of the following options available to retrieve properties for the Restructuring Plans:

- Select an OAHP Region from the drop-down list
- ♦ Select a State from the drop-down list
- Select a PAE Name from the drop-down list
- Enter a Property's Name
- Select a Restructuring Plan Status from the drop-down list
- Select a Date of Selected Plan Status from drop-down list
- Select a Renewal Type (Mortgage Restructuring or Rent Reduction Only)
- Click the underlined <u>HERE</u> link to retrieve all restructuring plans in the system

8.1 Restructuring Plans General Information

Figure 8-3, Restructuring Plans Property Selection Screen, represents the results from the Restructuring Plans Search Criteria based on a state criterion search.

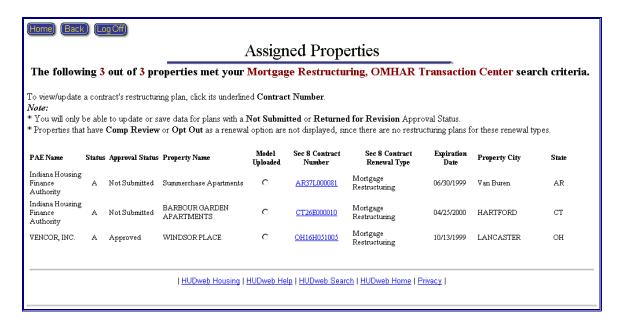


Figure 8-3, Restructuring Plans Property Selection Screen

OAHP users can view properties and associated data entered by the PAEs on the property by clicking an underlined contract number link to access the Restructuring Plans section. If a property has completed the M2M process, it is "completed" (as indicated by a "C" in the Contract Status column) and the User will only be allowed to view or print the restructuring plan form.

8.1.1 Negative Data Entry Fields

Within the Restructuring Plans module, there are fields that have red negative number indicators outside their data entry boxes (e.g., as represented below in the Residential Bad Debt and Residential Vacancy fields shown in Figure 8-4, Negative Field Indicators). Users are instructed to enter positive numbers in these fields, as the system is programmed to subtract these values in calculations, where applicable.



Figure 8-4, Negative Field Indicators

8.1.2 Navigating the Restructuring Plans Sections

Users may quickly "jump" to another section within the Restructuring Plans module by clicking one of the buttons on the menu bar located on the left side of the screen. It is important to know that the User should save before jumping to a different page in order to keep the data entered. Clicking the Critical Dates Tracking button will take the User to the Critical Dates Tracking form for the current property. In addition, the User may print a hardcopy of the restructuring plan form, by clicking the Printable Form button at any time. Figure 8-5, Restructuring Plan Menu Bar, shows an example of the Restructuring Plans menu bar.



Figure 8-5, Restructuring Plan Menu Bar

8.2 Mortgage Restructuring Plan Forms

The following sections provide information on the data required to complete and submit the Form 5.2 Mortgage Restructuring. The user may opt to upload and populate the form with data extracted from the Excel Underwriting Model or key the data manually. Figure 8-6, Form 5.2 Mortgage Restructuring provides an

example of the Mortgage Restructuring main screen with subdivisions for the model functions and the online form.

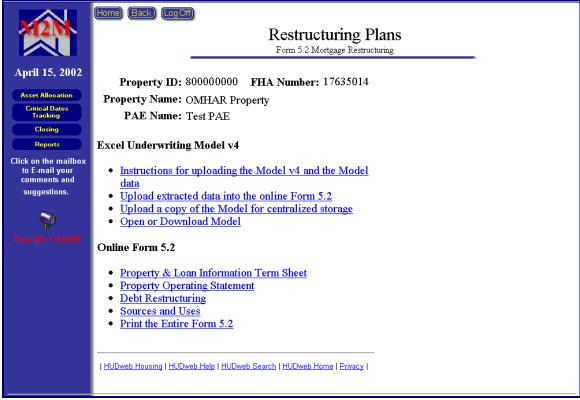


Figure 8-6, Form 5.2 Mortgage Restructuring

Also, let it be noted, that the PAE is responsible for entering the data and selecting the "submit" button to lock the data and notify OAHP of the submission. Also, the PAE must mail in the full submission documentation and place a copy of the Underwriting Model on the centralized server. OAHP is responsible for approving or returning for revision the submitted documentation.

8.2.1 Excel Underwriting Model v4

The following subsections provide detailed instructions showing how to upload the Extract data and Model to the M2M System:

- Instructions for uploading the Model v4 and the Model data
- Upload extracted data into the online Form 5.2
- Upload a copy of the Model for centralized storage
- Open or Download Model

8.2.1.1 Instructions for uploading the Model v4 and the Model data

The Instructions for uploading the Model v4 and the Model data (shown on the next page as Figure, 8-7, How to Upload Extract and Model screen) contains

general and detailed information of the process to upload extracted data and the model to the M2M system for Form 5.2:

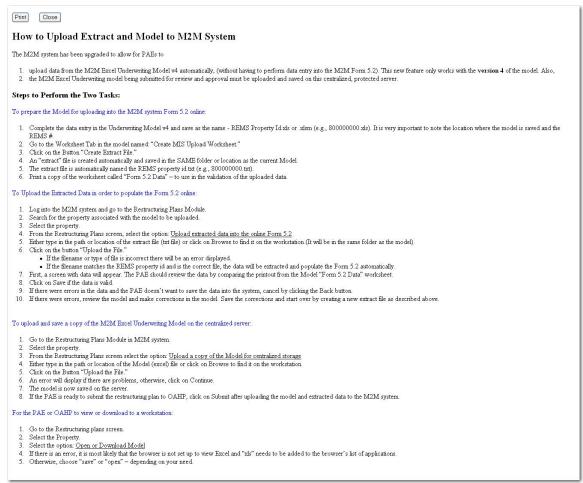


Figure 8-7, How to Upload Extract and Model Screen

8.2.1.2 Upload extracted data into the online Form 5.2

The Upload extracted data into the online Form 5.2 (shown as Figure, 8-8, Form 5.2 Upload Screen) contains general and detailed information on how to upload extracted data into the online Form 5.2:

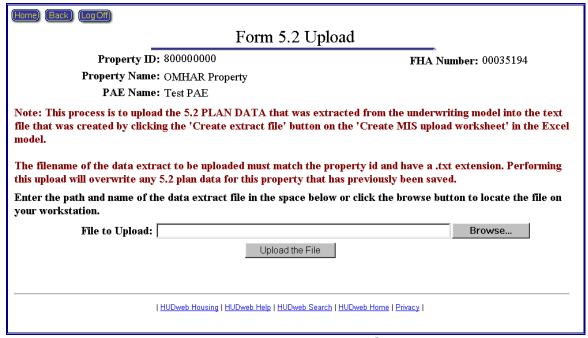


Figure 8-8, Form 5.2 Upload Screen

8.2.1.3 Upload a copy of the Model for centralized storage

The Upload a copy of the Model for centralized storage (shown on the next page as Figure, 8-9, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:



Figure 8-9, Excel Underwriting Model Screen

8.2.1.4 Open or Download Model

The Open or Download Model function allows users to view or download the Excel Model that has been placed on the centralized server.

8.2.2 Online Form 5.2

The following subsections provide additional information on the data that is required to populate and generate the Form 5.2 Mortgage Restructuring Plan:

- Property & Loan Information Term Sheet
- Property Operating Statement
- Debt Restructuring
- Sources and Uses
- Print the Entire Form 5.2
- Submit a Decision for Restructuring Plan (for Pending properties only)

8.2.2.1 Form 5.2 Property & Loan Information Term Sheet

The Property & Loan Information Term Sheet (an example of which is on the next page as Figure, 8-10, Property & Loan Information Term Sheet) contains general and detailed information about the property, e.g., physical location, number of units, current Unpaid Principal Balance (UPB), etc., and consists of the following subsections:

- ♦ General Information
- Pre-Restructuring Loan Information
- Property Information
- Section 8 Contract Information
- Mark-to-Market Rents

E 5 2							
Form 5.2 Property & Loan Information							
General Information Property ID: 800000220 FHA Number: 06244018 FHA Program Type: 2360(1) Property Name: DANYA PARK GDNS Property Address: 113 DANYA COURT City: PRATTVILLE State: ALAEAMA PAE Name: Jefferson County Assisted Housing Corp. HUD Project Manager: PAT ALLEN FORREST PITTS Owner: Owner Contact: HUGH V. SMITH Management Company: Identity of Interest: No place smether: No place smether: No place smether: No							
Year Built: 1981 Year of Last Rehab:							
Pre-Restructuring Loan Information REMS PAE Entry or Corrections							
Property Information							
REMS (Pre) RAE Entry or Corrections (Pre) Post Restructuring							
Section 8 Contract Information Contract # Expiration Date Current Onitract Status Unit Type Units Centract Representation Which Contract Is Being Renewed? Is this Contract Being Combined? AL120MR2345 Inactive \$0.00 0 1V/A							
Mark-to-Market Rents Prior to Submission to OAHP, PAE needs to determine the following. Use of Exception Rents? PAE Recommendation: Project Based Assistance **Changing the value of this field will see all years come date and reliaply the some with additional fields for Energies Renew them I not tanded.							
Pet Betwenhalter Pet Betwenh							

Figure 8-10, Property & Loan Information Term Sheet

8.2.2.2 Form 5.2 Property Operating Statement

The Property Operating Statement contains pre- and post-restructuring revenue and expense financial data (REMS read-only displays, PAE User entries, or system-calculated). The Property Operating Statement (an example of which is on the next page as Figure, 8-11, Property Operating Statement) consists of the following subsections:

- ♦ Annual Revenue
- Annual Expenses
- Net Operating Income (including Adjusted NOI and DSCR)

(Home) (Back) (LogOff)									
Duomoute	Form 5.2								
Property General Information	/ Operating	Statement							
Property ID: 800000000									
FHA Number: 00035194 Property Name: OMHAR Property									
PAE Name: Test PAE									
Annual Revenue Comments		Pre-Restructuri			Post-Restructuri		Systen	n-Generated Dif	ifference
	Project Total		/2000 /Unit /Month				-		
Gross Residential Income (Non-Section 8 Project Based Units)) I								
Gross Residential Income (Section 3 Project Based Units)		5,547.61	462.30	219,840.00	4,779.13	398.26	35,350.00	768.48	64.04
Commercial Other	I r 4,182.00			2,900.00	i		1,282.00	1	
Gross Potential Income	259,372.00	5,638.52	469.88	222,740.00	4,842.17	403.51	36,632.00	796.35	66.36
Residential Vacancy Pre(2.6)% Post(5.0)%	6,595.00	1		- 10,992.00	1		-4,397.00	1	
Residential Bad Debt Pre()% Post(2.0)%		1		- 4397.00	1			1	
Commercial Vacancy	<i></i>	-		- 1300	-			-	
Pre()% Post()% Commercial Bad Debt	-	-			_		-	-	
Pre()% Post()%	-1							1	
Effective Gross Income	252,777.00	5,495.15	457.93	207,351.00	4,507.63	375.64	45, 426.00	987.52	82.29
Annual Expenses Comments	I As :	Pre-Restructurin	ng	P	Post-Restructurin	ng 1	System	n-Generated Dif	fference
Base	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total		
Real Estate Taxes Insurance	10,053.00	218.54		10,882.00	236.57	19.71 24.46		-18.03 -75.15	-1.50 -6.26
	17,870.00	388.48		20,000.00	434.78	36.23		-46.30	-3.86
							<u></u>		
Controllable	,	825.35	68.78	44,382.00	964.83	80.40	-6,416.00	-139.48	-11.62
Management Fees Pre 7.9 % Post 9.6 %	19,920.00	433.04	36.09	20,000.00	434.78	36.23	-80.00	-1.74	14
Salaries and Benefits	44,767.00	973.20	81.10	48,628.00	1,057.13	88.09	-3,861.00	-83.93	-6.99
Other Administrative Section 8 Administrative		289.57	24.13	12,431.00	270.24	22.52	889.00	19.33	1.61
Repairs and Maintenance	23,605.00	513.15	42.76	21,500.00	467.39	38.95	2,105.00	45.76	3.81
Other Controllable									
Controllable Total	101,612.00	2,208.96	184.08	102,559.00	2,229.54	185.80	-947.00	-20.58	-1.71
Other Security	,	1		1	1	1	1	1	
Neighborhood Network									
Capital Recovery Payment(CRP)		1	1	13,263.00	288.33	24.03	-13,263.00	-288.33	-24.03
Other Total		3,034.30	252.86	13,263.00	3,482.70	24.03		-288.33	-24.03
	,	pre-Restructurir	,		Post-Restructurin				
Net Income Comments	As o	of FY ending 12/31/ /Unit /Annum	/Unit /Month		As of 10/01/2003		•	n-Generated Dif /Unit /Annum	/Unit /Month
Net Operating Income Reserve for Replacement Contributions	113, 199.00	2,460.85	0.00	47,147.00	1,024.93	0.00		1,435.92	119.66 0.00
								,	
Adjusted Net Operating Income Annual Debt Payments	113, 199.00	2,460.85	205.07	47,147.00		85.41	66, 052.00	1, 435.92	119.66
1 st Mortgage Annual Debt Service [^] IRP Applied to Debt Service	\$117,955.00	\$2,564.24	\$213.69	\$18,226.00	\$396.22	\$33.02	\$99,729.00	\$2,168.02	\$180.67
			1						
Total Amount of 1 st Mortgage Debt Service Less IRP	117,955.00	2,564.24	213.69	18,226.00	396.22	33.02	99,729.00	2,168.02	180.67
Orom Camerion (Career Dene der nec)	-4,756.00	-103.39		28,921.00	628.72	52.39		-732.11	-61.01
Incentive Performance Fee (IPF)					140.96	11.75		-140.96	-11.75
Surplus Cash	-4,756.00	-103.39	-8.62	22,437.00	487.76	40.65	-27,193.00	-591.15	-49.26
Post Restructuring 2 nd Mortgage			P	Post-Restructurir Project Total	ng				
Enter the Post Restructuring 2 nd Mortg System Generated Post Restruct				100.0	% \$				
Debt Service Coverage Ratio (1st Morts				2.59	Comments				
* Value for Pre-Restructuring is from the Property		Dogo's Annual F							
* Value for Post-Restructuring is from the Property * Value for Post-Restructuring is from the Debt Re									
HUDweb Housing HUDweb Heig HUDweb Search HUDweb Home Princey									

Figure, 8-11, Property Operating Statement

8.2.2.3 Form 5.2 Debt Restructuring

The Debt Restructuring screen consists of the pre- and post-restructuring financial data and terms for the restructured mortgage(s), e.g., originator, original loan amount, interest rate, etc. The following is an excerpt of the Debt Restructuring screen for the First Mortgage (Figure 8-12, Debt Restructuring).

Home Back Log Off								
	Form 5.2							
Debt Res	tructuring (Annual)	l						
	D: 800000000							
Primary FHA Numbe Property Nam	er: 00033194 1e: OMHAR Property							
	ie: OMHAR Property ie: Test PAE							
Remember to save all changes or updates by	clicking Save button on the l	₽¤						
If there was existing FHA or HUD Held sub- restructuring, click here to enter the PRE and								
Debt Restructuring (Annual)	Pre Restructuring	Post Restructuring						
First Mortgage (Take out or Modified Loan) Note: Leave blank if no refinancing or no modification to existing debt.								
New FHA Number		17635040						
Originator								
Loan Type	▼	▼						
FHA Program Type	223(a)(7)/221(d)(4)M	223(a)7 🔻						
Original Loan Amount	3,168,400.00	1,865,498.00						
UPB as of 04/19/2001	3,114,688.00							
Annual Debt Service (Without MIP)	253,260.00	151,468.00						
Annual Debt Service (With MIP)	269,102.00	160,795.00						
Loan Terms:								
Interest Rate (%)	7.6250	8.2500						
Original Term (Months)	348	480						
Remaining Amortization Period (Months)	356							
Maturity Date	10/01/2030							
Prepayment Penalty (%)								
Lockout Date								
Appraised LTV (%)		50.76						

Figure 8-12, Debt Restructuring

8.2.2.4 Form 5.2 Sources and Uses

The Sources and Uses section is a data entry screen for OAHP HQ, OAHP RO, and PAE Users to record a summation of the property funding and the anticipated distribution of those funds. Figure 8-13, Sources and Uses, is an example of the Sources and Uses screen.

	Sc	Form 5.2 ources and Uses	
Pr		44018 NYA PARK GDNS rson County Assisted Housing Corp.	
emember to save all changes or up	odates by clicking the	Save button on the left.	
Sources	Amount	Fund Uses	Amount
DEBT:			
Restructured 1st Mortgage Principal:	263,000.00	Partial Payment of Existing Loan (if Modifying):	
Mortgage Restructuring Payment:	1,336,543.00	Payoff Existing 1st Mortgage Loan (if Refinancing):	1,355,878.81
EXISTING ACCOUNT BALA	NCES:		
Reserve for Replacement:	116,053.47		
Residual Receipts:		Other OAHP Approved Transaction Costs*:	40,363.90
Existing Tax Escrow:	21,761.38		
Existing Hazard Insurance:			
Surplus Cash Account/Other Escrow:		Owner's Share of Surplus Reserves:	
236 Rehab Grants:			
OWNER'S CONTRIBUTION	TOWARD:	ESCROWS:	
Rehabilitation Escrow:	13,337.63	OAHP Approved Rehabilitation Costs:	66,688.17
IDRR (If Greater Than Existing Reserve Balance):		Initial Deposits to Replacement Reserves (IDRR):	263,500.00
Other Transaction Costs:	8,640.00	Tax Escrow:	23,793.60
		Hazard Insurance Escrow:	9,111.00
Repair Loan or Grant:			
OTHER FUND SOURCES:		OTHER FUND USES:	
Debt Service Reserve I		Tax Escrow Offset	2,032.22
2:		Insurance Escrow Offse	9,111.00
3:		Shortfall in Note Payoff	
		D:	
Other Sources Needed to Balance:		Additional Recovery to HUD:	
Total Sources of Funds:	1,759,335.48	Total Uses of Funds:	1,770,478.70
Sources Comme	ents	Uses Commer	nts
Subtotal of all transaction costs less e reflected in the tax and hazard insu		rance escrow increases. This avoids counting the increase es.	s twice, as they will alread

Figure 8-13, Sources and Uses

8.2.2.5 Print Entire Form

The Print Entire Form option requires several steps to print each of the pages. Each screen is printed using the browser's print button, one screen at a time.

8.2.2.6 Submit a Decision for Restructuring Plan

The Submit a Decision for Restructuring Plan option will only be present for properties that are in the Pending Status. The user can select their decision from the drop down box and the name, e-mail address, and date must be entered. The PAE will be notified via e-mail of the decision. Figure 8-14, Review of PAE Plan Submissions, show below, is a sample of the screen.

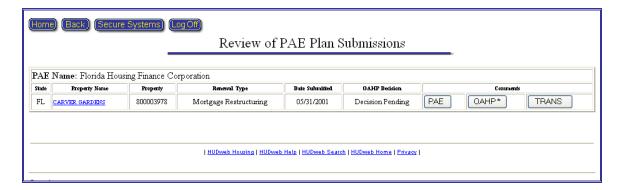


Figure 8-14, Review of PAE Plan Submissions

8.3 Rent Reduction Only Plan Forms

The following subsections provide additional information on the data relative to 10.2 Rent Reduction Only Restructuring Plan Forms. Figure 8-15, Form 10.2 Rent Reduction Only, provides an example of the Rent Reduction Only Restructuring Plans main screen. It contains links to the following three major categories of data used to populate a property's Rent Reduction Only Restructuring Plan Form 10.2 as well as a print option and a submit decision option.

- Property & Loan Information Term Sheet
- Property Operating Statement
- Refinancing Sheet
- Print the Entire Form
- Submit a Decision for Restructuring Plan (Pending properties only)

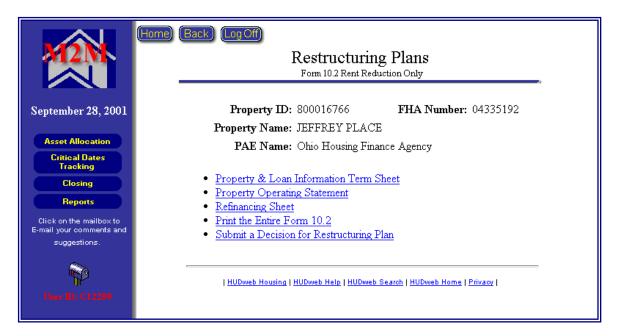


Figure 8-15, Form 10.2 Rent Reduction Only

8.3.1 Form 10.2 Property & Loan Information Term Sheet

The Property & Loan Information Term Sheet's contents were covered in Section 8.2.2.1, Form 5.2 Property & Loan Information Term Sheet; however, it is important to note that there are some differences between the Form 5.2 and Form 10.2 Property & Loan Information Term Sheet.

8.3.2 Form 10.2 Property Operating Statement

Refer to Section 8.2.2.3, Property Operating Statement to note the content of this screen. Again, there are some fields in Form 5.2 that are not in the Rent Reduction Only form. The Property Operating Statement in Form 10.2 (an example of which is on the next page as Figure, 8-16, Form 10.2 Property Operating Statement)

Home) (Back) (Log Off)									
.	Form 10.								
General Information	y Operating	Statement							
Property ID: 800000000									
FHA Number: 00035194									
Property Name: OMHAR Property									
PAE Name: Test PAE									
Annual Revenue Comments]	Pre-Restructurii	ıg	P	ost-Restructuri	ng			
Tamada Re renae	As o	f FY ending 12/31/	2000		As of 03/30/2001	_		-Generated Dif	
Gross Residential Income		/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
(Non-Section 8 Project Based Units Gross Residential Income (Section 8 Project Based Units	9042 404 00	7,641.00	636.75	932,640.00	7,521.29	626.77	14,844.00	119.71	9.98
(Section 8 Project Based Units Commercia		77,041.00	030.73	932, 640.00	17,521.29	020.77	14,044.00	1119.71	19.90
Other	4,881.00			4,739.00			142.00		
Gross Potential Income	952,365.00	7,618.92	634.91	937,379.00	7,499.03	624.92	14,986.00	119.89	9.99
Residential Vacancy				4 6,632.00			-11,048.00	1	
Pre(3.8)% Post(5.0)% Residential Bad Debi	:								
Pre([1.4])% Post([2.0])% Commercial Vacancy				- 18,653.00			-5,377.00		
Pre()% Post()%				-			-		
Commercial Bad Debi Pre()% Post()%				-			-		
Effective Gross Income	903,505.00	7,228.04	602.34	872,094.00	6,976.75	581.40	31, 411.00	251.29	20.94
		,	,]		J
Annual Expenses Comments		Pre-Restructurii f FY ending 12/31/		P	ost-Restructuri As of 03/30/2001	ng	-	-Generated Dif	ference
Base		/Unit /Annum		Project Total	/Unit /Annum	/Unit /Month	Project Total		/Unit /Month
Real Estate Taxes	18,381.00	350.79 147.05	29.23	47, 105.00 26, 857.00	376.84 214.86	31.40 17.90	-3,256.00 -8,476.00	-26.05 -67.81	-2.17 -5.65
	137,048.00	1,096.38	91.37	143,258.00	1,146.06	95.51	-6,210.00	-49.68	-4.14
Base Tota	199,278.00	1,594.22	132.85	217,220.00	1,737.76	144.81	-17,942.00	-143.54	-11.96
Controllable									
Management Fees	52,936.00	423.49	35.29	49,000.00	392.00	32.67	3,936.00	31.49	2.62
Section 8 Administrative									
Other Administrative Salaries and Benefits		368.25	30.69 44.44	33,766.00	270.13	22.51	12,265.00	98.12	2.21
Repairs and Maintenance		614.18	51.18	76,273.00	610.18	50.85	499.00	4.00	.33
Other Controllable									
Controllable Tota	242 400 00	1,939.20	161.60	222,392.00	1,779.14	148.26	20,008.00	160.06	13.34
Other	ija 107 100100	12,707.00	1202100	1000,00000	12,	1210100	100,000,00	1200100	120.01
Security									
Neighborhood Network									
Other Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	441,678.00	3,533.42	294.45	439,612.00	3,516.90	293.07	2,066.00	16.52	1.38
·				n	4 D			,	,,
Net Income Comments		Pre-Restructurir f FY ending 12/31/			ost-Restructuri s of 03/30/200		System	-Generated Dif	ference
No. Committee Land	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Net Operating Income Reserve for Replacement Contributions	,	3,694.62 198.62	307.88 16.55	- 24,828.00	3,459.86 198.62	16.55	29,345.00	0.00	0.00
Adjusted Net Operating Income 1st Mortgage Annual Debt Service	\$336,768.00	\$2,694.14	291.33 \$224.51	\$336,768.00	\$2,694.14	271.77 \$224.51	\$0.00	234.76	\$0.00
IRP Applied to Debt Service	-			-			-		
Total Amount of 1st Mortgage Debi		D 504 14	DO 4 54	lanc 200 00	D 504 44	DO 4 54	la aa	In	In
Service Less IRF	336, 768.00	2,694.14	224.51	336,768.00	2,694.14	224.51	0.00	0.00	0.00
Net Cash Flow (After Debt Service)	100,231.00	801.85	66.82	70,886.00	567.09	47.26	29,345.00	234.76	19.56
Debt Service Coverage Ratio	1.30			1.21			0.09		
Other Income Comments									
* Value is from the Property and Loan Information	Page's Annual Deb	t Service with MIP							
		HUDweb H	lousing HUDweb Help	HUDweb Search HU	Dweb Home Privacy				

Figure 8-16, Form 10.2 Property Operating Statement

8.3.3 Refinancing

If refinancing the existing mortgage is involved for the property, because it is a Tier 2, click the Refinancing Sheet button to go to the refinancing section, as represented in Figure 8-17, Refinancing Sheet.

Note: A property undergoing a debt restructuring is designated as a Mortgage Restructuring and is covered in Section, 8.2, Mortgage Restructuring Forms.

(Home) (Back) (Log Off)	Form 10.2 Refinancing		
Property ID: 80001664			
FHA Number: 04635442			
Property Name: Greenfield PAE Name: Ohio Hou			
TIETALE. GIBTIO			
Remember to save all changes or updates by clicki	ng Save button on the l	eft.	
	Pre Restructuring	Post Restructuring	System Generated Difference
Originator			
Loan Type	¥	¥	
FHA Program Type	221(d)(4)MKT	v	
Original Loan Amount	82,800.00		
UPB as of 07/04/1999	659,201.36		
Annual Debt Service (Without MIP)	65,188.56		
Annual Debt Service (With MIP)			
Loan Terms:			
Interest Rate (%)	7.5000		
Original Term (Months)	480		
Remaining Amortization Period (Months)			
Maturity Date	07/01/2018		
Comments *			
<u>HUDweb Hausing H</u>	UDweb Help HUDweb Search	HUDweb Home Privacy	

Figure 8-17, Refinancing Sheet

8.4 Submitted Plans Awaiting Decisions

OAHP users have the capability to review Restructuring Plan Forms prior to submission or plans submitted by PAEs. Those submitted require approval or return for revision decisions. Click the <u>Review Submitted Plans</u> link on the Restructuring Plans menu to select search criteria for generating a list of submitted Restructuring Plans (as illustrated in Figure 8-18, Review of PAE Plan Submissions).

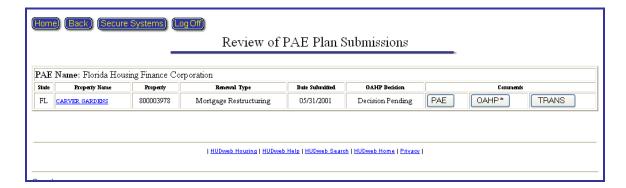
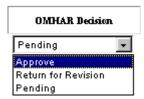


Figure 8-18, Review of PAE Plan Submissions

The following steps direct OAHP users in reviewing and approving or returning PAE-submitted Restructuring Plan Forms:

- 1. Click an underlined Property Name link to view property and loan data used to develop the Restructuring Plan
- After reviewing Restructuring Plan data, select of the options in the OAHP Decision field



Review comments entered by the PAE in the PAE Comment Box. If desired, enter comments about the OAHP Decision in the OAHP Comment box



Repeat steps 1 through 3 for each additional decision on the remaining restructuring plans

After all decisions have been made on the Restructuring Plans, enter your first name and last name in the To Continue, Enter Your First and Last Name field

	To continue, enter your first and last name:	
6.	Enter your e-mail address in the Enter	your complete e-mail address field
	Enten your complete a meil address.	

- 7. The system date populates the Enter Today's Date field. If necessary, it may be overwritten by the end-user if a corrected approval/return date needs to be entered Enter Today's Date: 07/11/1999
- 8. Click the Submit Decisions button

 Submit Decisions

 to save the Restructuring Plan decisions in the system. An approval message window (shown as Figure 8-19, Approval Message Window, provides the user with additional detail information:

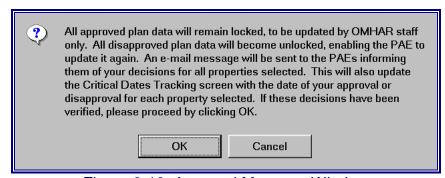


Figure 8-19, Approval Message Window

The successful submission of the restructuring plan form to OAHP HQ will automatically populate the Critical Dates Tracking date field "PAE Submits Restructuring Plan to OAHP" for that respective property (depending upon the renewal option type).

9 CLOSING MODULE

This module is designed to display, track, and update specific closing information from the Restructuring Plans information in the M2M system. This module should prove essential to OAHP in collecting some of the data necessary to report total dollar savings from the M2M program.

There is a search screen when this module is selected as shown below in Figure 9-1, Select Search Criteria for Closing Screen.

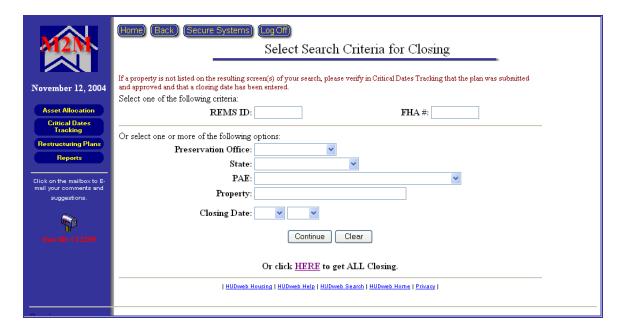


Figure 9-1, Select Search Criteria for Closing Screen

Select one of the following criteria available to retrieve properties for the Closing properties:

- Enter a REMS ID for a specify property
- ◆ Enter a FHA Number for a specific property

Or select one or more of the following options available to retrieve the Closing properties:

- Select an OAHP Region from the drop-down list
- Select a State from the drop-down list
- Select a PAE Name from the drop-down list
- Enter a Property's Name
- Select a Closing Date from the drop-down list
- Click the underlined <u>HERE</u> link to retrieve all closing properties in the system

The optional selections of Closing Date Month and Closing Date Year may be selected by themselves or in combination with the other selections. Figure 9-2, Closed Properties Screen, show the results of the search screen. Properties will only appear if their plan has been approved and a closing date has been entered. Clicking an underlined contract number link will take the user directly to the Mortgage Restructuring Closing screen for that property as shown below in Figure 9-3, Mortgage Restructuring Closing Screen.

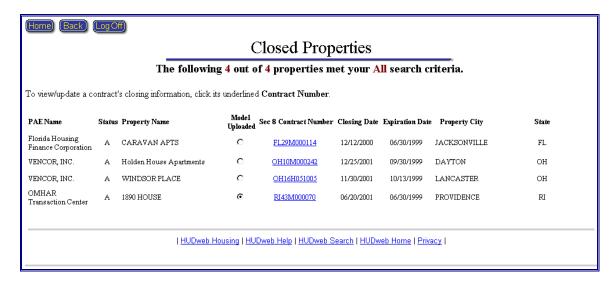


Figure 9-2, Closed Properties Screen

9.1 Mortgage Restructuring Closing Screen

The following sections provide information on the data required to complete the Closing Terms. The user may opt to upload and populate the terms with data extracted from the Excel Underwriting Model or key the data manually. Figure 9-3, Mortgage Restructuring Closing Screen, provides an example of the Mortgage Restructuring Closing main screen with subdivisions for the model functions and the online closing screen.

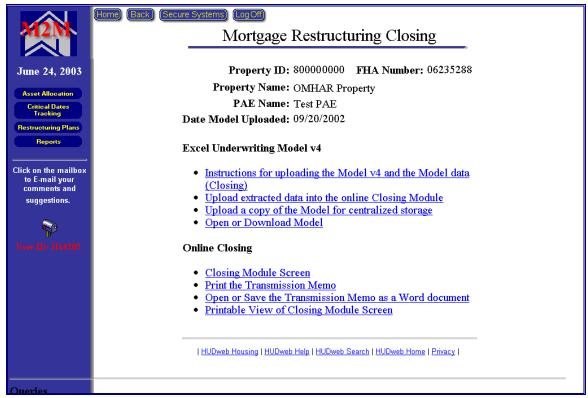


Figure 9-3, Mortgage Restructuring Closing Screen

9.1.1 Excel Underwriting Model v4

The following subsections provide detailed instructions showing how to upload the Extract data and Model to the M2M System:

- Instructions for uploading the Model v4 and the Model data (Closing)
- Upload extracted data into the online Closing Module
- Upload a copy of the Model for centralized storage
- ♦ Open or Download Model

9.1.1.1 Instructions for uploading the Model v4 and the Model data (Closing)

The Instructions for uploading the Model v4 and the Model data (Closing) (shown on the next page as Figure, 9-4, How to Upload Extract and Model screen) contains general and detailed information of the process to upload extracted data and model to the M2M system for closing:

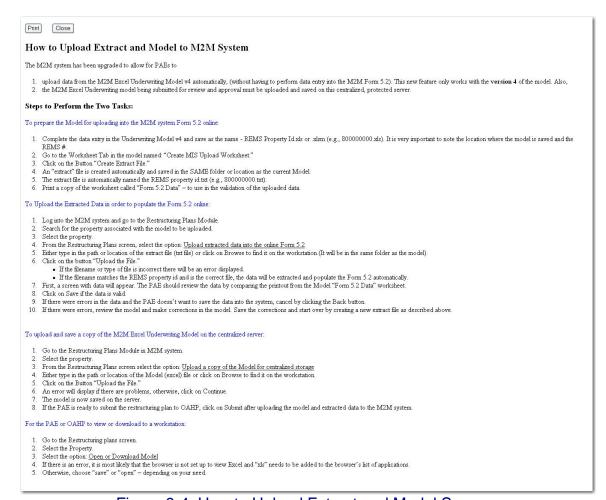


Figure 9-4, How to Upload Extract and Model Screen

9.1.1.2 Upload extracted data into the online Closing Module

The Upload extracted data into the online Closing Module (shown as Figure, 9-5, Upload (Closing) Screen) contains general and detailed information on how to upload extracted data into the online Closing Module:



Figure 9.5, Upload (Closing) Screen

Click the Upload the File button to open the Mortgage Restructuring Upload (Closing) Screen (shown as Figure, 9-6, Mortgage Restructuring Upload (Closing) Screen):

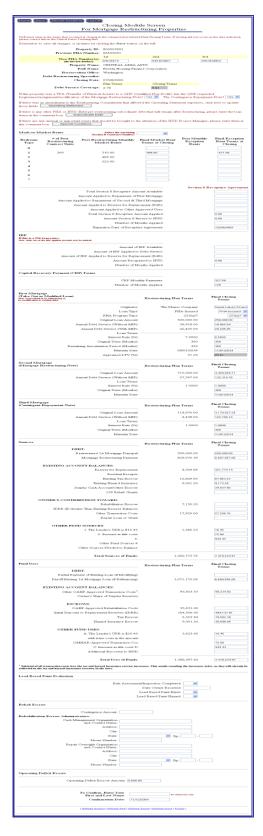


Figure 9.6, Green Retrofit Program Upload (Closing) Screen

Update data and click the Save button in the bottom of the Mortgage Restructuring Upload Closing screen to open the Information Saved Screen (shown as Figure, 9-7, Upload (Closing) Information Saved Screen), Then Click the Save button in the screen to save data into M2M database.

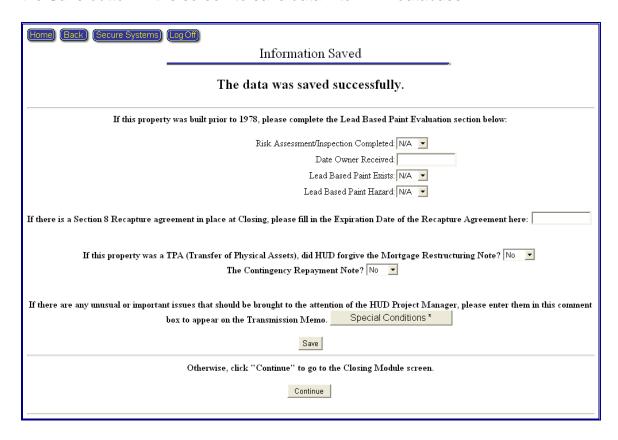


Figure 9.7, Upload (Closing) Information Saved Screen

9.1.1.3 Upload a copy of the Model for centralized storage

The Upload a copy of the Model for centralized storage (shown on the next page as Figure, 9-8, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

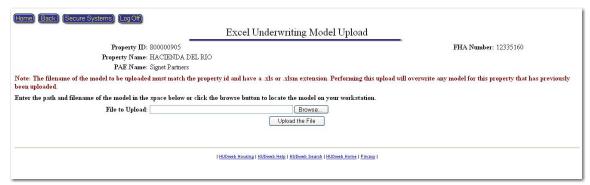


Figure 9-8, Excel Underwriting Model Screen

9.1.1.4 Open or Download Model

The Open or Download Model function allows users to view or download the Excel Model that has been placed on the centralized server.

9.1.2 Online Closing

The following subsections provide additional information on the data that is required to populate Mortgage Restructuring Closing terms:

- Closing Module Screen
- ♦ Print the Transmission Memo
- Printable View of Closing Module Screen

9.1.2.1 Closing Module Screen

The Closing Module screen for the selected property, as shown below in Figure 9-10, Closing Module Screen, contains the following sections:

- Mark to Market Rents
- ♦ IRP
- ◆ CRP
- First Mortgage
- Second Mortgage
- Third Mortgage
- Sources
- Fund Uses
- Lead Based Paint Hazard
- Rehab Escrow
- ◆ Confirm

After reviewing the information, OAHP users may confirm the closing by entering their name and date in the locations at the bottom of the screen and clicking the Confirm button on the left menu. Any data changes that may have been made will also be saved. Data changes may be saved without confirming by clicking the Save button on the left menu. Also, the user may Upload extracted Data, Upload the Model, View the Model, or Print the Transmission Memo by clicking the following buttons on the left menu.



Figure 9-9, Closing Module Menu

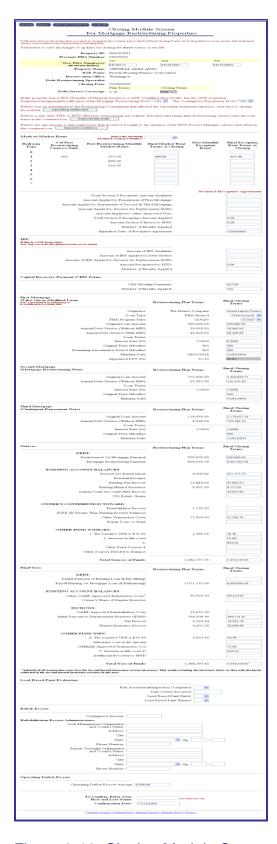


Figure 9-10, Closing Module Screen

9.1.2.2 Print the Transmission Memo

The Print the Transmission Memo (an example of which is on the next page as Figure, 9-11, Closing Memo for Mortgage Restructuring Properties) contains all the property's closing information for printing:

				O	fice of Affordable		
				H	ousing Preservation		
N. /							
Men							
To: From:	CAROL A STEFFEN, Project Manage Portfolio Office Director	r Coral Gables					
Date: Subject:	November 12, 2004 Mark-to-Market (M2M) Debt Restruc	using Post Closing Transmis	ssion to HUD				
	Project Name: CENTRAL A			Date Closed: 07/2	18/2000		
	Project Address: 2014 NW 5TI MIAMI, FLO			Date Model Uploaded:			
	, , , , , , , , , , , , , , , , , , ,	14011 3310					
Restructured	Loans		No. of	Post Closing FHA No.	Principal		
Lien Position*	Lender Orest Laker Financial Oroup	Type of Loun Creat Liber Financial Occup FILA-based					
Sed-se	HUD	04235374 04235386V 04235386W	250,000.00 3,428,029.71 3,179,027.29				
follow when debt relie	es transerrea to a qualmen ross-rross (QNP) is ac f is complete.	consince with OPO Appendix C. The	e purchaser has requested forgiveness/assignment/modification	n of the BERFOURN, Putther country	matem and decumentation will		
Terms of 1st							
	Interest Rate 6.5000%	Tenna 360 Mos.	Minutey Date 11/01/2034	Monthly P-81	Psyment (extl. MIP) 1,580.17		
Terms of Mo	rtgage Restructuring Note (MI	RIN) Tem	Manarity Date	Page	ment. Terms		
	1.0000%	360 Mos.	11/01/2034	85.0%	of Suphis Cush		
Terms of Con	tingent Repayment Note (CRI	<u>0</u>					
	Interest Rate	Tenn	Manaday Date	Due at Manu	ment. Terms rity of MRH or Other		
	1.0000%	360 Mos.	11/01/2034	85.0% of Surplus	Cush other Payoff of MRN		
M2M Surplu	s Cash Calculation: Refecting projects						
	EE. Gross Income (Assisted and usessisted rents + Comm. & other income - vacancy/bad debt) Less: Expenses				569,595.00 169,734.00		
	Reserve for Replacement. CRP (invested funds returned to own.	r, anoug anticipated per underwith	ui)	7	8,000.00 3,931.00		
	Equals: ANOI Less: 1st Mortgage Debt Service (includes			1	17,930.00 0,203.03		
	PAD. III.				7 774 95		
	Less: DF (owner incentive fee, calculated let year, available thereafter if each flow and performance allow; amount articipated per underwriting)				0,129.00 7.005.05		
	Amount to MRN (or CRN)	CRN) and Owner Split			8,956.56		
	Amount to Owner				8,639.39		
CRP and IPF							
	CRD - Monthly Payments CRD - Humber of Months				327.58 120		
	DF - Percentage of Effective Gross Income				2.93		
R4R	Initial Post-M2M R4R Account Balance				94,131.81		
	R4R Minimum Arestal Amount (excludes OY	recipture or IRP)		1	00.000,81		
	R4R Monthly Deposit (excludes OV recepture	er IRP)			6,500.00		
Lead Based 1	Paint Evaluation						
	Risk Assessment/Impection Completed Data Owner Received						
	Lead Bused Paint Exists Lead Bused Paint Hamed						
Rehah Escro	W: Indicate Total Sunount Escrowed and Conting	nor decorate differ Schadola of Box	no and Costs				
zcczno zwio	Total Amount Escrowed	ny randa. rana banda wa ma			N/A		
	Contingency Amount						
	Rehabilitation Econow Administrators: Cash Menagement	Organization and Contact Name:					
		Address:					
	Repuir Oversight	Organization and Contact Name:					
		Address					
		Phone Number					
Other Escrow							
	Tune Ecrowel at Closing Hazard Insurance Ecrowed at Closing			2	18,582.38 15,696.85		
	Operating Deficit Escrew Amount				5,500.00		
	ion 8 Out-Year Recapture (if a	oplicable)					
IRP Available:	IRP Payments to be made to R4R						
	IRP Payments to be applied to 1st Montgage D Number of Montles	itt Service					
Section 8 Out-Ye	ear Recapture Funds Available: Settint 8 Recapture graded to RAR per Month	(This enount plus the morthly R4R	deposit amount get added together and total goes in the				
	Section 8 Recupture applied to 2nd & 3rd Mort	gage Debt Service					
	Section 8 Recapture applied to Other Approved Humber of Months	Uses					
	Expiration Date of Recupture Agreement			1	2/30/2002		
	Rent Determination for Next HAP Co	ntract (to be adjusted by OC	AF if applicable):				
	0 Bedroom 1 Bedroom				571.00		
	2 Bedroom 3 Bedroom						
	4 Bedroom 5 Bedroom						
	6 Bedroom						
Other Special	1 Conditions or Issues:						
Direct questions to PATRICIA AMERSON. Direct post-closing cash management questions to Jo Anne Garrison, OAHP Closing Technical Manager at 202-708-0001 x8376.							
Please note that the information in this Transmission Memo is current as of the date of the Memo. Any updates to the data or changes to the transaction subsequent to the date of this Transmission Memo, may, however, make this Transmission Memo maccurate. We will endeavor to keep you updated if changes							
occur post clos	sing. If however, you believe chan	ges have occurred, you m	nay always verify the accuracy of this inf	ormation via an automat	ically updated version of		
this memorandum located in OAHP's MIS site (Closing Module) in Secure Systems. Approximately 90-120 days post closing you should receive a final docket of closing related documents that will be the final reference point for all information related to this restructuring.							

Figure 9-11, Closing Memo

9.1.2.3 Printable View of Closing Module Screen

The Printable View of Closing Module Screen (an example of which is on the next page as Figure, 9-12, Printable View of Closing Module Screen) contains all the property's closing information for printing:

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Figure 9-12, Printable view of Closing Module Screen

10 REPORTS MODULE

The Reports module is accessed by selecting the Reports button from M2M's home screen. The reports within the module are a summarization of the data entered in the Critical Dates Tracking screens and are management tracking tools to view the overall status of where the assigned properties are in the restructuring process. In addition, there are internal management level reports to assist OAHP and its business partners in the management of its M2M Program assets.

Generally, only active properties in the M2M Program that are assigned to and accepted by a PAE appear in M2M's Reports, though some reports include completed properties and allow the User to choose what to be selected. In addition, there is specific criteria for each report, e.g., for the Property Status Report, only properties that have at least one critical date entered into the system are included on the report. The Property and Report Selection page is shown below as Figure 10-1, Property and Report Selection Screen:

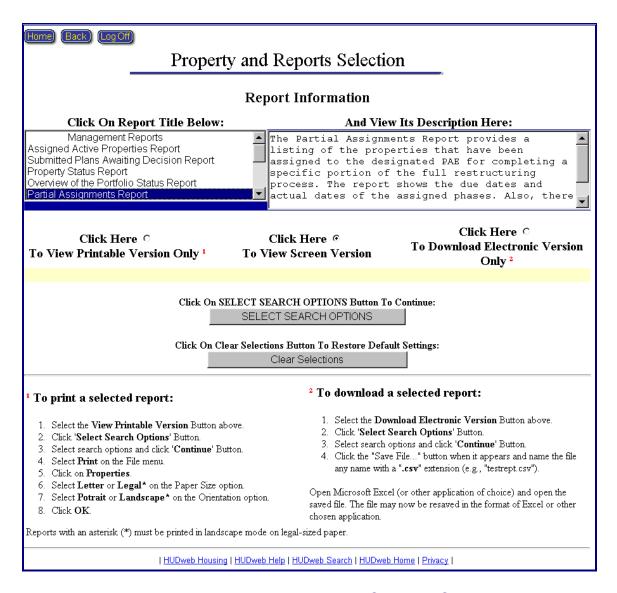


Figure 10-1, Property and Report Selection Screen

10.1 Property and Report Selection

The Reports module allows users to generate the following reports:

- Assigned Active Properties Report
- Submitted Plans Awaiting Decision Report
- Overview of the Portfolio Status Report
- Partial Assignments Report
- Late Submissions Report
- Green Initiative Projects Report
- Completed Projects Report
- Rehab Escrow Account Closed Report
- Rent Comparability Review Progress Report
- ♦ Rent Comparability Review Progress Report Post M2M
- Rent Reduction Only Progress Report
- Mortgage Restructuring Progress Report
- ♦ Focus on Production Report
- Properties On Hold Report
- Underwriting Tracking Report

To view a report, click the report title in the scroll down selection box and click one of the viewing options. Reports may be viewed on-screen, printed, or downloaded and saved in an electronic format. Next, click the Select Search Options button and make your selections in the opened window.

To save a downloadable version of a report:

- 1. Select the Download Electronic Version radio button
- 2. Click the 'Select Search Options' button
- 3. Select search options and click the 'Continue' button
- 4. Click the "Save File..." button and name the file a name with a ".csv" extension (e.g., "testrept.csv").
- 5. Open application of choice (e.g., Microsoft Excel) and the saved file.
- 6. The file may be resaved in the format of the application.

10.2 Assigned Active Properties Report

The Assigned Active Properties Report (Figure 10-2, Assigned Active Properties Report) contains a listing of all of the current M2M Program properties, the PAE to which each property is assigned, and the M2M Program phase in which each property resides.



Figure 10.2, Assigned Active Properties Report

10.3 Submitted Plans Awaiting Decision Report

The Submitted Plans Awaiting Decision Report contains a listing of all of the current restructuring plans submitted by PAEs that do not have an "Approved" or "Returned for Revision" status and are awaiting a decision from OAHP. Shown below in Figure 10.3, Submitted Plans Awaiting Decision Report, is an example of a Submitted Plans Awaiting Decision Report.



Figure 10-3, Submitted Plans Awaiting Decision Report

10.4 Overview of the Portfolio Status Report

The Overview of the Portfolio Status Report (Figure 10-4, Overview of the Portfolio Status Report) is an overview of the status of all the Properties reflecting the Accepted, Submitted, Approved, Closing, and "Other Completed" Dates sorted by Preservation Office, PAE, State, and Property Name with the option to select completed, active, or all properties. Also, there is a direct link to the property's critical dates' page to view the current dates and update, if necessary.

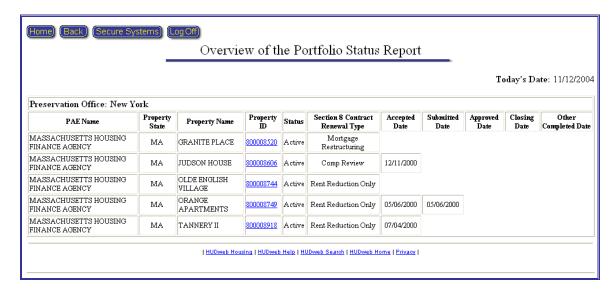
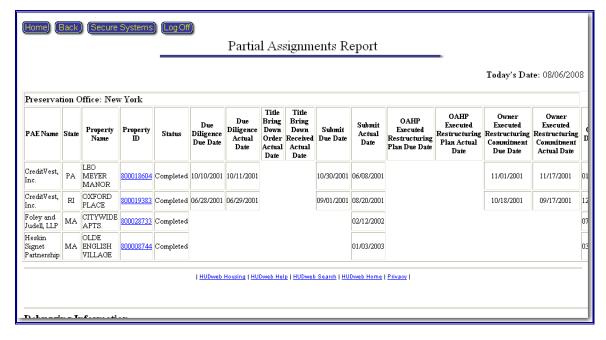


Figure 10-4, Overview of the Portfolio Status Report

10.5 Partial Assignments Report

The Partial Assignments Report (Figure 10-5, Partial Assignments Report) is a list of all the Properties that are designated as partial assignments, sorted by Preservation Office, PAE, State, and Property Name with the option to select completed, active, or all properties. Also, there is a direct link to the property's critical dates' page to view the current dates and update, if necessary.



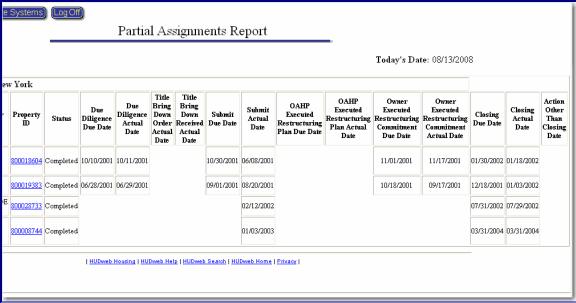


Figure 10-5, Partial Assignments Report

10.6 Late Submissions Report

The Late Submissions Report (Figure 10-6-1, Late Submissions Report (Part I)) provides a roll up of the total number of late plan submissions by type. Clicking on the total (underlined in blue) will provide details (Figure 10-6-2, Late Submissions Report (Part II)) on which properties comprise the total number, sorted by Preservation Office and by PAE. The last Milestone and date completed and the number of days the property is late is provided. Also, there is

a direct link to the property's critical date's page to view the current dates and update, if necessary.



Figure 10-6-1, Late Submissions Report (Part I)

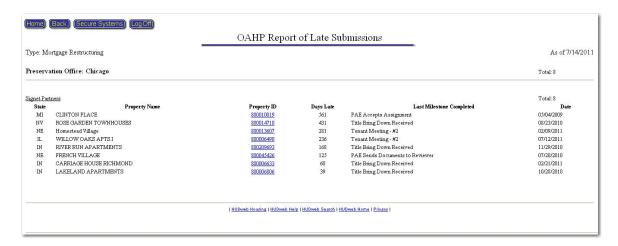


Figure 10-6-2, Late Submissions Report (Part II)

10.7 Green Initiative Projects Report

The Green Initiative Projects Report (illustrated as Figure 10-7) represents a list of M2M Program properties that have opted participate in Green Initiative Program, a program designed to rehabilitate affordable multifamily properties and operate their properties using sustainable Green Building principles.



Figure 10-7, Green Initiative Projects Report

10.8 Completed Projects Report

The Completed Projects Report (illustrated as Figure 10-8) represents a list all of M2M Program properties that have completed the M2M Program.

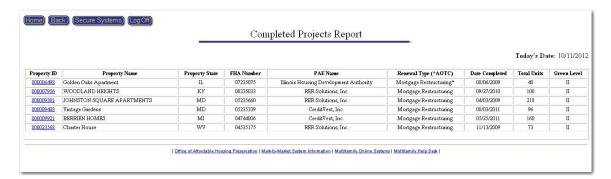


Figure 10-8, Completed Projects Report

10.9 Rehab Escrow Account Closed Report

The Rehab Escrow Account Closed Report (illustrated as Figure 10-9) represents a list all of M2M Program properties that have completed the Rehab Escrow Administrative Process.



Figure 10-9, Rehab Escrow Account Closed Report

10.10 Rent Comparability Review Progress Report

The Rent Comparability Review Progress Report (illustrated as Figure 10-10) represents the progress and status of the active Rent Comparability Review properties currently assigned to PAEs. It details the referral and acceptance dates, the dates review results were submitted to OAHP and the date OAHP approves the results.

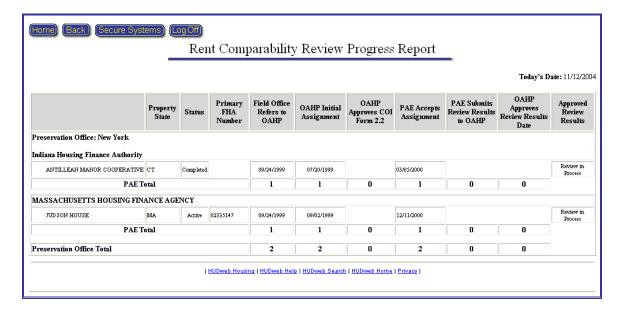


Figure 10-10, Rent Comparability Review Progress Report

10.11 Rent Comparability Review Progress Report - Post M2M

The Rent Comparability Review Progress Report – Post M2M (illustrated as Figure 10-11) represents the progress and status of the Post M2M Program Rent Comparability Review properties currently assigned to PAEs. It details the referral and acceptance dates, the dates review results were submitted to OAHP and the date OAHP approves the results.

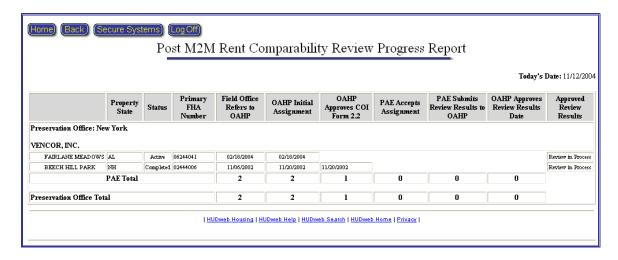


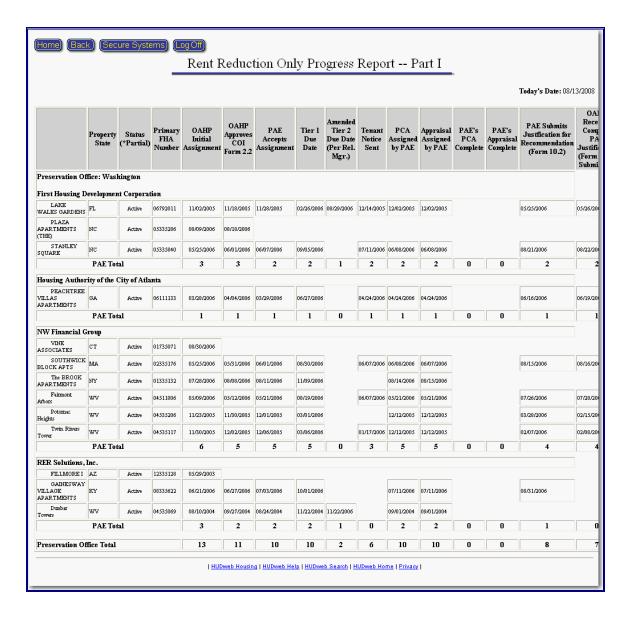
Figure 10-11, Rent Comparability Review Progress Report – Post M2M

10.12 Rent Reduction Only Progress Report

The Rent Reduction Only Progress Report represents the progress and status of the active M2M Program Rent Reduction Only properties currently assigned to PAEs. It details the referral and acceptance dates, the dates the PAE executes M2M Program tasks, the dates the Rent Reduction Only Restructuring Plan was submitted to OAHP and the date OAHP issues a decision on submitted plans.

Figure 10-12-1, Rent Reduction Only Progress Report (Part I) and Figure 10-12-2, Rent Reduction Only Progress Report (Part II), shown below, is an example of the Rent Reduction Only Progress Report.

▶ **Note:** It is necessary to load legal-sized paper and set you printer to print in landscape mode for this progress report.



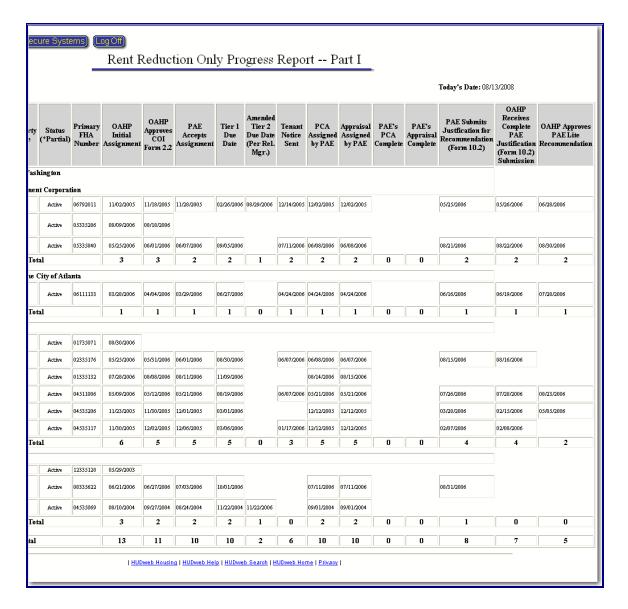


Figure 10-12-1, Rent Reduction Only Progress Report (Part I)

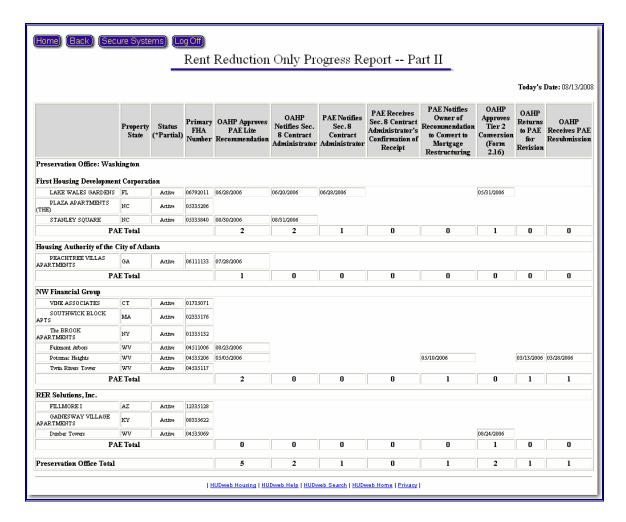


Figure 10-12-2, Rent Reduction Only Progress Report (Part II)

10.13 Mortgage Restructuring Progress Report

The Mortgage Restructuring Progress Report details the progress and status of the active Mortgage Restructuring properties currently assigned to PAEs. It details the referral and acceptance dates, the dates the PAE executes M2M Program tasks, the dates the Mortgage Restructuring Plan was submitted to OAHP and the date OAHP issues a decision on submitted plans. An example of this report is presented as Figure 10-13-1, Mortgage Restructuring Progress Report (Part I) and Figure 10-13-2, Mortgage Restructuring Progress Report (Part II).

Note: It is necessary to load legal-sized paper and set you printer to print in landscape mode for this progress report.

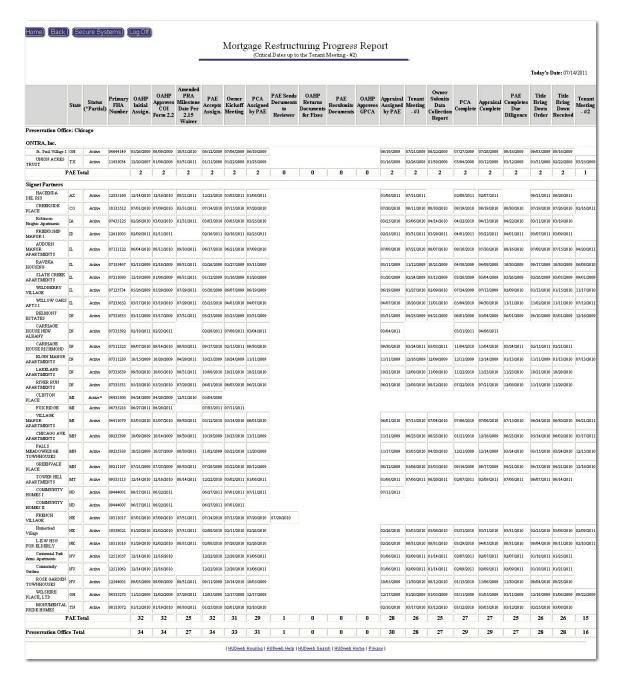


Figure 10-13-1, Mortgage Restructuring Progress Report (Part I)



Figure 10-13-2, Mortgage Restructuring Progress Report (Part II)

10.14 Focus on Production Report

The Focus on Production Report (Figure 10-14-1, Focus on Production Report (Part I)) provides a roll up of the total number of the expected submissions in the next two weeks, the next 6 months (by month) and the total for the next six months. By clicking on the total numbers underlined in blue, the properties expected to be submitted are detailed (Figure 10-14-2, Focus on Production Report (Part II)) by Preservation Office and PAE. Also, there is a direct link to the property's critical dates' page to view the current dates and update, if necessary.

Home Back Secure Systems	(Log Off)						
	Focus on						
						As of 11/15/	2004
	Plans Due	Total	Comp Reviews	Rent Reductions	Mortgage Restructurings		
	This Week	<u>6</u>		<u>3</u>	<u>3</u>		
	Next Week						
	November, 2004	<u>21</u>		<u>13</u>	<u>8</u>		
	December, 2004	<u>21</u>	2		<u>19</u>		
	January, 2005	<u>12</u>		<u>4</u>	<u>8</u>		
	February, 2005	<u>15</u>		<u>2</u>	<u>13</u>		
	March, 2005	<u>30</u>		<u>1</u>	<u>29</u>		
	April, 2005	7			7		
	November, 2004 - April, 2005	<u>106</u>	2	<u>20</u>	<u>84</u>		
	<u>HUDweb Housing</u> <u>HUDweb</u>	Help H	UDweb Search	<u>HUDweb Hom</u>	e Privacy		

Figure 10-14-1, Focus on Production Report (Part I)



Figure 10-14-2, Focus on Production Report (Part II)

10.15 Properties On Hold Report

The Properties On Hold Report (Figure 10-15, Properties On Hold Report) lists all assets currently On Hold. A property is placed on hold when impediments to the restructuring process are completely outside of the PAE's control. The 'OAHP Places Property On Hold' date freezes the property for all OAHP PRA required dates.

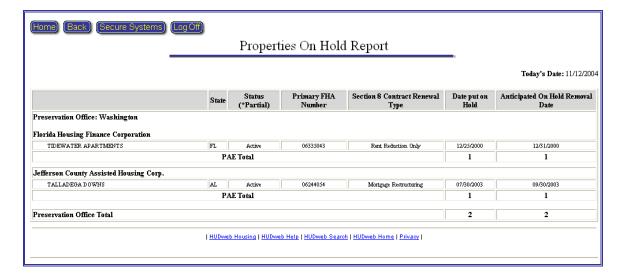


Figure 10-15, Properties On Hold Report

10.16 Underwriting Tracking Report

The Underwriting Tracking Report (Figure 10-16-1, Underwriting Tracking Report by Preservation Office) lists all Full Debt Restructurings currently submitted to OAHP for Underwriting Review sorted by Preservation Office. (Figure 10.16.2, Underwriting Tracking Report by Underwriting Region) lists all Full Debt Restructurings currently submitted to OAHP for Underwriting Review sorted by Underwriting Region.

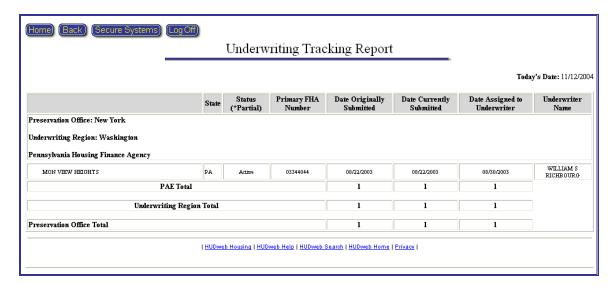


Figure 10-16-1, Underwriting Tracking Report by Preservation Office

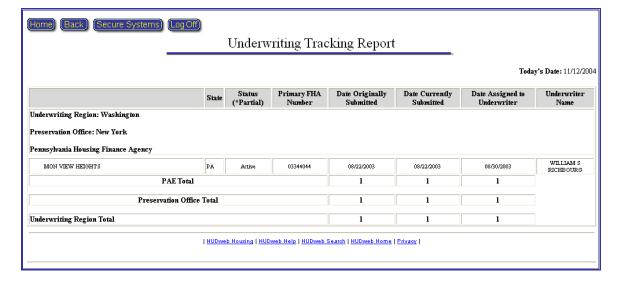


Figure 10-16-2, Underwriting Tracking Report by Underwriting Region

11 GREEN RETROFIT PROGRAM MODULE

The Green Retrofit Program module is accessible to OAHP, RO, PAE and Guest Account users by selecting the Green Retrofit button on M2M's home screen to open the Green Retrofit Program Screen. Guest Account users will see a limited set of the functions as view only.



Figure 11, Green Retrofit Program Screen

11.1 GRP Asset Allocation Module Button

The Asset Allocation button provides access for an OAHP HQ user to add or update properties to the Green Retrofit Program, after which, the PAE may be assigned properties by a HQ user.

11.2 Green Retrofit Tracking Module Button

The Green Retrofit Tracking button provides access to the GRP properties. Within this module, OAHP Users enter Tracking dates data in accordance with the predetermined Green Retrofit Program timeline for GRP properties.

11.3 GRP Closing Module Button

The GRP Closing button gives Users a facility for tracking and updating select Green Retrofit Properties information and to retain the actual closing figures.

11.4 GRP Reports Module Button

The GRP Reports button gives Users access to the reports in the system.

12 GRP ASSET ALLOCATION MODULE

The following screen (Figure 12-1, Asset Allocation Screen) will be returned when the Green Retrofit module button is clicked:

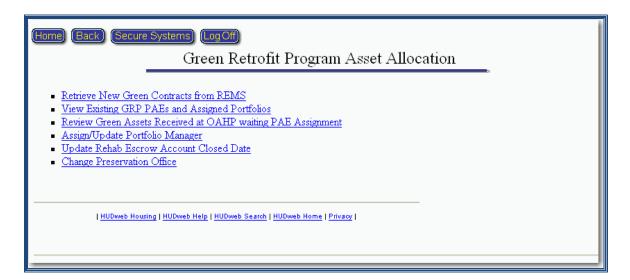


Figure 12-1, GRP Asset Allocation Screen

The Green Retrofit Asset Allocation screen allows access to the following functions:

- * Retrieve New Green Contracts from REMS
- * View Existing GRP PAEs and Assigned Portfolios
- * Review Green Assets Received at OAHP waiting PAE Assignment
- * Assign/Update Portfolio Manager
- * Update Rehab Escrow Account Closed Date
- * Change Preservation Office

12.1 Retrieve New Green Contracts from REMS Screen

OAHP HQ user should retrieve new Green contracts that qualify for the M2M Green Retrofit Program from the REMS database by clicking the Retrieve New Green Contracts from REMS link (located on the Green Retrofit Asset Allocation page). It may take several minutes for this process to complete. After the process has completed, a confirmation screen will appear. This facilitates a focused search of properties once contracts referred to OAHP have been retrieved (as illustrated in Figure 12-2, Select Search Criteria below).

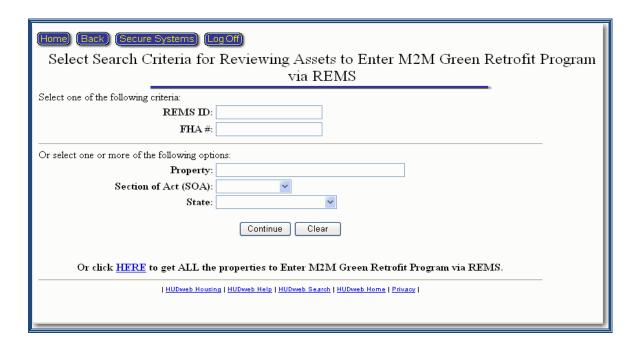


Figure 12-2, Select Search Criteria for Reviewing Assets to Enter M2M Green Retrofit via REMS

Select one of the following criteria available to search for properties to be received:

- * Enter a REMS ID for a specify property
- * Enter a FHA Number for a specific property

Or select one or more of the following options available to search for properties to be received:

- * Enter a Property's Name for a specific property
- * Section of Act (SOA)
- * Select a state from the drop-down list
- * Click the underlined HERE link to retrieve all referred properties awaiting to be received

Shown below in Figure 12-3, Review Assets to Enter M2M Green Retrofit Screen, is a sample screen of selected properties.

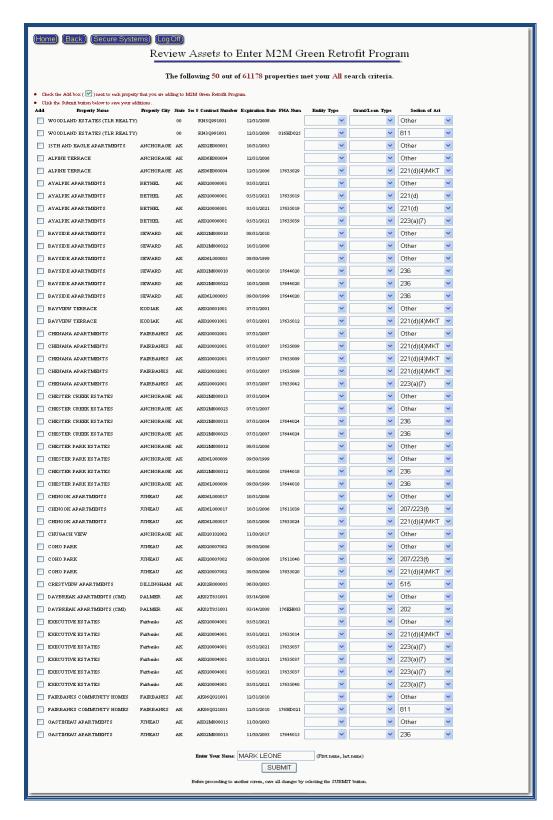


Figure 12-3, Review Assets to Enter M2M Green Retrofit Screen

The Review Assets to Enter M2M Green retrofit function allows OAHP HQ users to review and assign Entity Type, Grant/Loan Type and Section of Act (SOA) to the selected properties. The displayed properties are active, not assigned to a PAE. The following steps direct users in making Receipt assignments:

- 1. Click the Add check box next to the Property ID to indicate the property is have an assigned Entity Type, Grant/Loan Type and Section of Act (SOA).
- 2. Optionally select the Profit or Non Profit from the Entity Type drop down box
- 3. Optionally select the Grant or Grant/Loan from the Grant/Loan Type drop down box
- 4. Select one Section of Act (SOA) from the drop down list box
- 5. Repeat steps 1-4 for each additional property
- 6. After all property selections have been made, enter your first name, middle initial, and last name in the Enter Your Name field

 Enter Your Name:
- 7. Click the Submit button to save the M2M Green Retrofit Properties

12.2 Green Retrofit Program PAE Screen

When the View Existing Green Retrofit Program PAEs and Assigned Portfolios link is selected, the following screen (Figure 12-4, PAEs Screen) will appear:

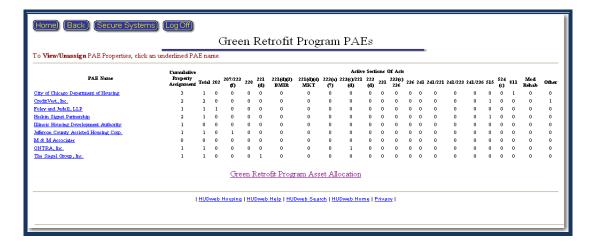


Figure 12-4, Green Retrofit Program PAEs Screen

This screen is a summary of the PAEs (in alphabetical order) currently entered in the Green Retrofit Program. Assignment values on this screen are systemgenerated.

12.3 View/Unassign Green Retrofit Program PAE Properties Screen

To view or Unassign a Green Retrofit Program PAE's existing data, click its underlined link and the following View/Unassign Green Retrofit Program PAE Properties screen will be returned, Figure 12-5, Green Retrofit Program PAEs Screen:

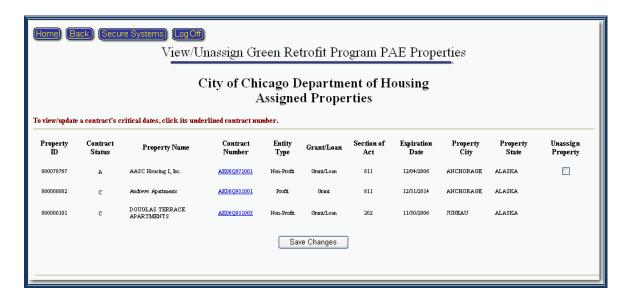


Figure 12-5, View/Unassign GRP PAE Properties Screen

OAHP HQ users may unassign a property from a PAE by putting a check mark () in the Unassigned Property box next to each property that is to be unassigned. Once the Save Changes button is clicked, each property will then be available for reassignment to another PAE in the Review/Assign Green Retrofit Program Assets module.

12.4 Retrieve Green Assets Receive at OAHP waiting PAE Assignment Screen

OAHP HQ user should retrieve Green Retrofit Asset Assignment by clicking Retrieve Green Assets Receive at OAHP waiting PAE Assignment link (located on the Green Retrofit Asset Allocation page). After the process has completed, a confirmation screen will appear. (as illustrated in Figure 12-6, Select Search

Criteria below). This facilitates a focused search of Green Retrofit Asset Assignment properties have been retrieved.

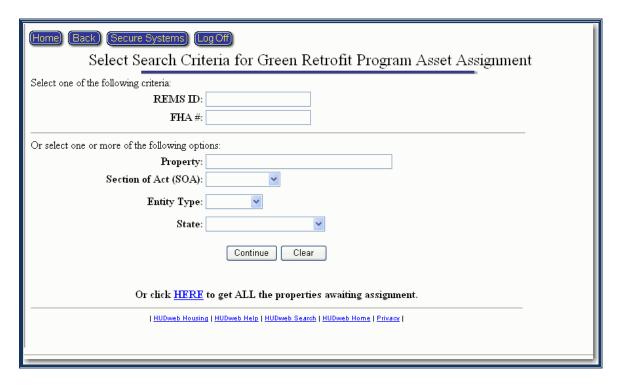


Figure 12-6, Select Search Criteria for Green Retrofit Assets Assignment

Select one of the following criteria available to search for properties to be received:

- * Enter a REMS ID for a specify property
- * Enter a FHA Number for a specific property

Or select one or more of the following options available to search for properties to be received:

- * Enter a Property's Name for a specific property
- * Section of Act (SOA)
- * Entity Type
- * Select a state from the drop-down list
- * Click the underlined HERE link to retrieve all referred properties awaiting to be received

12.5 Review / Assign Green Retrofit Program Assets Screen

The Review / Assign Green Retrofit Program screen is used to review and assign Green Retrofit Asset properties to PAEs within the M2M system. M2M generates recommended Green Retrofit property assignments based on

predefined geographical criteria. This screen allows the OAHP HQ user the ability to:

- ◆ Review a listing of all the Green Retrofit Program properties awaiting assignment in the M2M system
- Review the M2M Entity type and the option of changing it
- Review the Grant/Loan type and the option of changing it
- Review the Section of Act and the option of changing it
- Selecting one of the Preservation Office from the drop down list box.
- ♦ Choose a PAE for the Green Retrofit property

The screen is depicted below as Figure 12-7, Review/Assign Green Retrofit Assets Screen:



Figure 12-7, Review/Assign Green Retrofit Assets Screen

- 1. Click the Add check box next to the Property ID to indicate the property is to have an assigned Entity Type, Grant/Loan Type and Section of Act (SOA).
- 2. Review the Entity Type Profit / Non Profit and option to change
- 3. Review the Grant/Loan Type and option to change it
- 4. Review the Section of Act and option to change it
- 5. Select a Preservation Office from the drop down list box
- 6. Assign a PAE from the Recommended PAE Name drop down list box
- 7. Repeat steps 1-6 for each additional property
- 8. After all property selections have been made, enter your first name, middle initial, and last name in the Enter Your Name field

 Enter Your Name:
- 9. Click the Submit button submit to Retrofit Assigned PAE Properties

to save the M2M Green

12.6 Assign/Update Portfolio Manager

This function is not operational at this time.

12.7 Update Rehab Escrow Account Closed Date

This function is not operational at this time.

12.8 Change Preservation Office Screen

This function allows OAHP HQ users to change the assigned Preservation Office for the selected Green Retrofit properties. The search screen allows selecting properties by REMS ID, FHA Number, Property Name, State, PAE Name, or ALL Assigned Properties. The Search screen is depicted below in Figure 12-8, Change Preservation Office Screen is depicted below in Figure 12-9. Changing the Preservation Office of a property will generate a history record of the action.

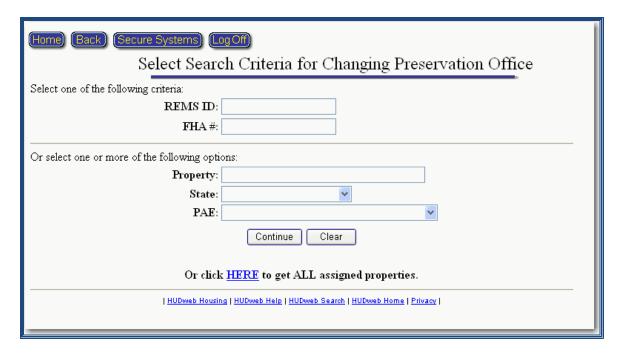


Figure 12-8, Select Search Criteria for Changing Preservation Office Screen

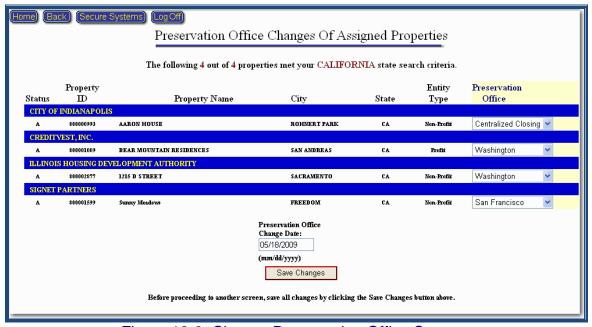


Figure 12-9, Change Preservation Office Screen

To change the Preservation Office for a property, select from the drop down options,



Enter the Change Date (defaulted to current date), and click the Save Changes button.

13 GREEN RETROFIT TRACKING MODULE

The Green Retrofit Tracking module is accessed by clicking the Green Retrofit Tracking button on left menu of Green Retrofit Assets Allocation Menu screen. Within the Green Retrofit Tracking module, OHAP users may enter and modify critical date fields and their associated comments, and end the Green Retrofit process.

Clicking Green Retrofit Tracking button retrieves a search selection criteria page, similar to other search criteria screens, as shown below in Figure 13-1, Search Criteria for Critical Dates Tracking Screen.

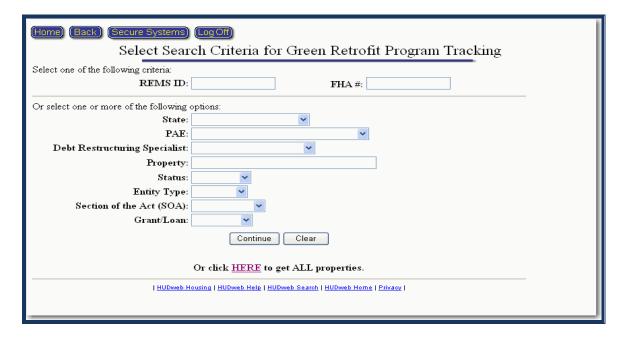


Figure 13-1, Search Criteria for Green Retrofit Tracking Screen

Select one of the following criteria available to retrieve properties for the Critical Dates Tracking module:

- * Enter a REMS ID for a specify property
- * Enter a FHA Number for a specific property

Or select one or more of the following options available to retrieve properties for the Critical Dates Tracking module:

- * Select a State from the drop-down list
- * Select a PAE from the drop-down list
- Select a Deb Restructuring Specialist from the drop-down list
- * Enter a Property's Name for a specific property
- * Select a Property's Status (Active or Completed)
- * Select a Entity Type (Profit / Non Profit)
- * Select a Section of Act (SOA)
- * Select a Grant/Loan Type
- Click the underlined <u>HERE</u> link to retrieve all properties in the system

13.1 Assigned Green Retrofit Properties Screen

The Assigned Green Retrofit Properties screen (shown below as Figure 13-2, Assigned Green Retrofit Properties) will be returned once the search is performed (based on the criteria on the Select Search page).

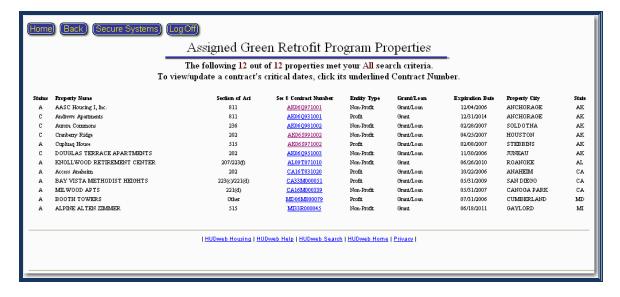


Figure 13-2, Assigned Green Retrofit Properties

All of the assigned Green Retrofit properties that have a SOA, Entity Type and Grant/Loan Type option will be displayed (based on the criteria used to select property) and have a link to a Green Retrofit Tracking form.

13.2 Contract Number Link

The Assigned Green Retrofit Properties screen displays all assigned properties and pertinent information. It also contains the highlighted contract number FL29M000113 as a link to access the Green Retrofit Tracking form to enter or view the critical dates. The contract highlighted will be the first expiring contract for the property. The resulting screen is the Green Retrofit Tracking screen (discussed in the next section).

13.3 Green Retrofit Program Tracking Screen

After a contract link is selected, a Green Retrofit Program Tracking screen is retrieved. Figure 13-3, Green Retrofit Tracking Screen.

(Home) (Back) (Secure Systems) (Log Off)	
Green Retrofit Progra	
HEREMS Property ID: 200073767 Primary FHA Number: 176HD013	Property Name: AASC Housing I, Inc. PAE Name: City of Chicago Department of Housing
Contract Number: AK06Q971001 Preservation Office: Chicago	Entity Type: Non-Profit Grant/Loan: Grant/Loan Grant/Loan
HUD Project Manager: LEONA L BLANKENSHIP	Section of the Act (SOA): 811
Region: Seattle Debt Restructuring Specialist: PATRICIA AMERSON	
OAHP/PAE Underwriter: PATRICIA AMERSON V	
To view or update the OAHP comments log, click on the OAHP Comment Log link below:	
OAHP Comment Log	
Click (Enter all dates in mm/dd/yyyy format, the Save button near the bottom of this screen to save all updates/changes.
Original Section S Expiration Date (Post MAHRA):	
Current Section 8 Expiration Date:	12/04/2006 C
OAHP Receives Green Retrofit Package:	05/01/2009
Complete Application 🗌 Yes 🗹 No:	04/27/2009 C * 04/27/2009 C *
Duplicate Application ☐ Yes ☑ No: OAHP Returns Green Retrofit Package ☐ Yes ☑ No:	04/27/2009 C * 04/27/2009 C *
SILL TOTAL STORE CONT. CONT.	
Please: Assignment/Assessment	
OAHP Sends List of Potential Assets:	04/22/2009
PAE Clears and OAHP Approves COI:	05/15/2009 C *
PAE Accepts Assignment:	05/29/2009 Save and Continue
PAE IFA Validation Feasibility Test Completed ☐ Pass ☐ Fail: OAHP Approved PAE's IFA Analysis	
Com Approved the STA Analysis	
Phase: Wavers/Holde	
Waiver	12/30/2009 C * Reason: V
Waiver No. of Days:	[] [] [] [] [] [] [] [] [] []
OAHP Places Property On Hold: Anticipated On Hold Removal Date:	C Reason:
OAHP Removes Property From On Hold:	
STAT TOMOVOS TOPOS FISH ON PION.	
Phase: Due Dilligence	
3rd Party Reports Ordered:	06/03/2009
Tenant Meeting:	06/22/2009
3rd Party Reports Accepted as Approvable:	06/29/2009 C * 07/02/2009 C *
Title Bring-Down Received: Due Diligence Completed:	07/02/2009 C * 08/01/2009 C *
Data Dangotte Competent	5557255
Phase: Underwriting	
PAE Submits Green Retrofit Plan Submission to OAHP:	08/03/2009
OAHP Receives PAE's Green Retrofit Plan Submission:	08/05/2009 C*
Date Proposed GR Plan Assigned to Underwriter: Date Underwriter Review of GR Plan Complete:	08/05/2009 C * 08/09/2009 C *
GPCA Reviewer	08/09/2009
PATRICIA AMERSON 💌	
Exhibit A Review Approval Date: PO/HQ Loan Committee Date:	09/01/2009 C *
Green Retrofit Plan Approved by OAHP:	09/09/2009 C *
Please: Commitment Stage	
. Marie Communication of the C	
Green Retrofit Plan Commitment Received by OAHP: Green Retrofit Plan Commitment Reviewed by OAHP:	09/20/2009 C * 10/01/2009 C *
718-Package Completed and Delivered by OAHP:	10/10/2009 C *
718 Approved:	10/11/2009 C* Reason:
718-Approved Grant Amount:	110,000.00
718-Approved Loan Amount:	96,000.00
Green Retrofit Plan Commitment Sent to Owner:	10/21/2009 [C.*]
Green Retrofit Plan Commitment Executed by Owner:	10/22/2009
Green Retrofit Plan Commitment Executed by OAHP: Expiration Date of Green Retrofit Plan Commitment:	10/23/2009 C * 11/22/2009 C
Expiration Date of Green Retroit Fran Commitment:	111222003
Phase: Closing	
Scheduled Closing Date:	12/23/2009
PAE Counsel Ready to Close Date:	11/29/2009 © *
Closing Date: Amount of Closed Grant:	12/29/2009 C.* 99,000.00 C.*
Amount of Closed Grant: Amount of Closed Loan:	96,000.00 C*
Phases Post Closing	
70.00	0.01700
Critical Documents Received by OAHP: Closing Documents Distributed by PAE:	01/01/2010 C 01/02/2010 C
GRP Pre-Development Incentive Paid (Date):	6
GRP Pre-Development Incentive Paid (Amount):	
Retrofit/Repair Completion Date:	
GRP Efficiency Incentive Paid (Date):	
GRP Efficiency Incentive Paid (Amount):	
Job Creation Incentive Paid (Date): Job Creation Incentive Paid (Amounf):	
Number of Jobs Created/Saved:	
Expected Utility Savings per Project:	
OAHP Comment Text: © * PAE Comment Text: ©	Save
End Green Retrofit Program Process Click her	re if completed the Green Retrofit Program Process.
Clear	

Figure 13-3, Green Retrofit Program Tracking Screen

14 GRP CLOSING MODULE

This module is designed to display, and track specific closing information from the Green Retrofit Program information in the M2M system. This module should prove essential to OAHP in collecting some of the data necessary to report total dollar savings from the Green Retrofit program.

There is a search screen when this module is selected as shown below in Figure 14-1, Select Search Criteria for GRP Closing Screen.

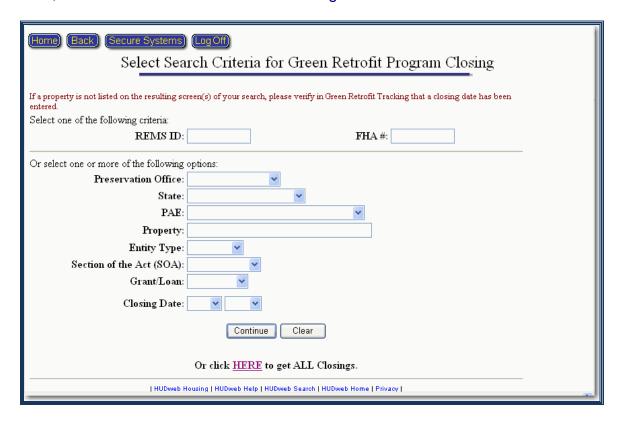


Figure 14-1, Select Search Criteria for GRP Closing Screen

Select one of the following criteria available to retrieve properties for the Closing properties:

- Enter a REMS ID for a specify property
- Enter a FHA Number for a specific property

Or select one or more of the following options available to retrieve the Closing properties:

- Select an Preservation Office from the drop-down list
- Select a State from the drop-down list

- Select a PAE Name from the drop-down list
- Enter a Property's Name
- Select a Entity Type (Profit / Non Profit)
- Select a Section of Act (SOA)
- Select a Grant/Loan Type
- Select a Closing Date from the drop-down list
- ◆ Click the underlined <u>HERE</u> link to retrieve all closing properties in the system

The optional selections of Closing Date Month and Closing Date Year may be selected by themselves or in combination with the other selections. Figure 13-2, GRP Closed Properties Screen, show the results of the search screen. Properties will only appear if their plan has been approved and a closing date has been entered. Clicking an underlined contract number link will take the user directly to the Green Retrofit Program Closing screen for that property as shown below in Figure 14-2, Green Retrofit Program Closed properties Screen.



Figure 14-2, GRP Closed Properties Screen

14.1 Green Retrofit Program Closing Screen

The following sections provide information on the data required to complete the Closing Terms. The user must upload and populate the terms with data extracted from the Excel Underwriting Model. Figure 14-3, Green Retrofit Program Closing Screen, provides an example of the Green Retrofit Program Closing main screen with subdivisions for the model functions and the online Closing screen.

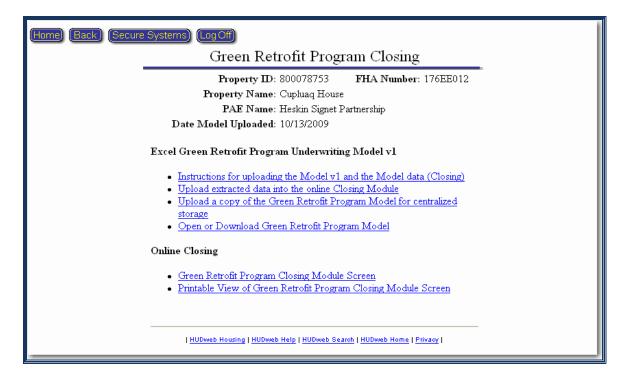


Figure 14-3, Green Retrofit Program Closing Screen

14.1.1 Excel Green Retrofit Program Underwriting Model v1

The following subsections provide detailed instructions showing how to upload the Extract data and Model to the Green Retrofit Program:

- Instructions for uploading the Model v1 and the Model data (Closing)
- Upload extracted data into the online Closing Module
- Upload a copy of the Model for centralized storage

14.1.1.1 Instructions for uploading the Model v1 and the Model data (Closing)

The Instructions for uploading the Model v1 and the Model data (Closing) (shown on the next page as Figure, 14-4, How to Upload Extract and Model screen) contains general and detailed information of the process to upload extracted data and model to the Green Retrofit Program for closing:

Print Close How to Upload Extract and Model to M2M System The M2M system has been upgraded to allow for PAEs to upload data from the GRP Excel Underwriting Model automatically into the Closing, (without having to perform data entry into the Closing Module). 2. the final GRP Excel Underwriting model must be uploaded and saved on this centralized, protected server. There are several steps outlined below to perform these two tasks: To prepare the Model for uploading into the Closing Module online 1. Complete the data entry in the GRP Excel Underwriting Model and save as the name - [REMS Property Id][G].xlsm (e.g., 800000000G.xlsm). It is very important to save the file with the property id number and the "G" suffix and to note the location where the model is saved as well as the REMS # 2. Go to the last Worksheet Tab in the model named: "Create MIS Upload Worksheet." 3. Click on the Button "Create Extract File." 4. An "extract" file is created automatically and saved in the SAME folder or location as the current Model. The extract file is automatically named the REMS property id.txt (e.g., 800000000.txt) 6. Print a copy of the worksheets called "Green Export" - to use in the validation of the uploaded data. To Upload the Extracted Data in order to populate the Closing Module online 1. Log into the M2M system and go to the Green Retrofit Module and then access the GRP Closing Module. 2. Search for the property associated with the model to be uploaded. 3. Select the property. 4. From the Green Retrofit Program Closing screen, select the option: Upload extracted data into the online Closing Module 5. Either type in the path or location of the extract file (txt file) or click on Browse to find it on the workstation. (It will be in the same folder as the model). 6. Click on the button "Upload the File." o If the filename or type of file is incorrect there will be an error displayed. o If the filename matches the REMS property id and is the correct file, the data will be extracted and populate the Closing Module automatically. 7. First, a screen with data will appear. The PAE should review the data by comparing the printout from the Model "Green Export" worksheet. 8. Click on Save if the data is valid. 9. Click on Continue to return to the Green Retrofit Program Closing screen. 10. If there were errors in the data and the PAE doesn't want to save the data into the system, cancel by clicking the Back button. 11. If there were errors, review the model and make corrections in the model. Save the corrections and start over by creating a new extract file as described To upload and save a copy of the GRP Excel Underwriting Model on the centralized server from the Closing Module: Go to the GRP Closing Module in M2M system. Select the property. 3. From the Green Retrofit Program Closing screen select the option: Upload a copy of the Green Retrofit Program Model for centralized storage 4. Either type in the path or location of the Model (excel) file or click on Browse to find it on the workstation Click on the Button "Upload the File."

- An error will display if there are problems, otherwise, click on Continue.
- 7. The model is now saved on the server.

For the PAE or OAHP to view or download to a workstation

- 1. Go to the GRP Closing Module screen.
- 2. Select the Property.
- 3. From the Green Retrofit Program Closing screen select the option: Open or Download Green Retrofit Program Model
- 4. If there is an error, it is most likely that the browser is not set up to view Excel and "xlsm" needs to be added to the browser's list of applications.
- 5. Otherwise, choose "save" or "open" depending on your need.

Figure 14-4, How to Upload Extract and Model Screen

14.1.1.2 Upload extracted data into the online Closing Module

The Upload extracted data into the online GRP Closing Module (shown as Figure, 14-5, Upload GRP (Closing) Screen) contains general and detailed information on how to upload extracted data into the online GRP Closing Module:



Figure 14-5, Green Retrofit Program Properties Upload (Closing) Screen

Click the Upload the File button to open the Green Retrofit Program Properties Upload (Closing) Screen (shown as Figure, 14-6, Green Retrofit Program Properties Upload (Closing) Screen):

Green Retrofit Program Property Upland (Closing) Fig. 100.000.0753 Poperty Name Cuphing Retries FAR Name Headen Signed Partnership You uploaded the following data General Information Legal Farine of Owner Ruttle Sample England Limited Partnership Owner City — Image — Owner Nate — Owner Nate — Owner Ruttle Sample England Limited Partnership Owner City — Image — Owner Nate — Owner Nate — Owner Ruttle Sample England Limited Partnership Owner City — Image — Owner Nate — Owner
You uploaded the following data. General Information Legal Name of Owner Entity: Sample Project Ltd, an IA Limited Pannership Owner's Street Address: 1106 11h Ave Owner City: Ames Owner State: IA Owner City: Ames Owner State: IA Owner Contact Plante: IA General Patners: 12565-122 General Patners: Sample Homes, Inc. Type of Agent: General Homes, Inc. General Homes, Inc. General Contents: Inc. General
Ceneral Information Legal Name of Owner Entity: Sample Project Ltd., an IA Limited Pantourship Owner's Street Adulters 1708 17th Aug Owner State IA Owner Entity Type Owner Contact Junised Partourship Covers Contact Junised Partourship Sample Homes, Inc. Management Company Sample Homes, Inc. Sample Homes, Inc. Sample Homes, Inc.
Legal Fame of Owner Entity: Sample Project Ltd., an IA Limited Patnoraria. Owner's Struck Address: I 1088 11th Ave. Owner City: Arias. Owner Strate: IA Owner Contract: John Sample Owner Contract Phone Number: 122-565-1212 General Patner: Sample Homes, Inc. Management Company: Sample Homes, Inc. Lyno of Agent. I deniny of finerest.
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Lender Name: Big Mortgage Company, Inc.
Note Holder: 0
Project Type: B11 Grant (Post 1991)
Current Unit Summary Redruum Type Trial Units Assisted Nun-Assisted Revenue Nun-Revenue
1 73 72 1 72 1 2
3
1 5 6
7
Minimum Unit Count: [0 Percentage of Assisted: [90.5 Number of Non-Asst Units with Project Henefits: [1
Number of Non-Asst Units with Project Benefits: Owner Type:
No. of Other Projects Eligible for GRP.
Residual Receipts Balance: Are Limited Distributions Allowed? Limited Distributions
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First of 3 years AFS: 2006 Admission Bucket: Section 211
Most Recent REAC Physical Inspection Score: 25a* Date of Inspection: 4/1/2007
Date of Inspection. 4/1/2007 Most Recent Management Review Rating Satisfactory Date of Management Review: 4/1/2007
First Mortgage Loan Original Loan Amount 1000000
Interest Rate: 0.0500 Mortgage Insurance Premium (MIP): 0.0100
Calculated P.SI Paymont (Monthly) [2249.11
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Refinance Interest Rate: 0.0600
Refinance No. of Months: 260
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Subsidy Contract 2:
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Figure 14-6, GRP Properties Upload (Closing) Screen

Click the Save button in the bottom of the Green Retrofit Program Properties Upload Closing screen to save data into M2M database and open the Information Saved Screen (shown as Figure, 14-7, GRP Properties Upload (Closing) Information Saved Screen).



Figure 14.7, GRP Properties Upload (Closing) Information Saved Screen

14.1.1.3 Upload a copy of the Model for centralized storage

The Upload a copy of the Model for centralized storage (shown as Figure, 14-8, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

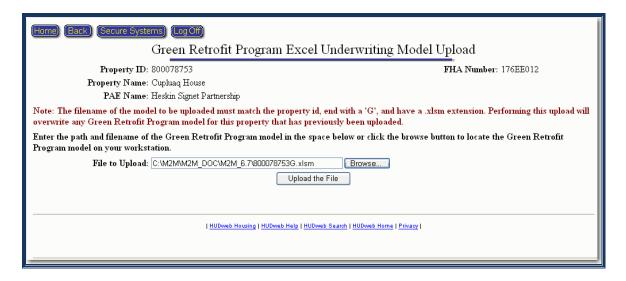


Figure 14-8, Excel Underwriting Model Screen

Perform Upload Model by clicking the Upload the File button in the bottom of the Green Retrofit Program Excel Underwriting Model Upload screen to save the model and open the Green Retrofit Program Excel Underwriting Model Upload Screen (shown as Figure, 14-9, GRP Excel Underwriting Model Upload was Successful Information Screen), Then Click the Continue button in the screen to return into Green Retrofit Program Closing Menu List Screen.



Figure 14-9, GRP Excel Underwriting Model Upload Information Screen

14.1.1.4 Open or Download Model

The Open or Download Model function allows users to view or download the GRP Excel Model that has been placed on the centralized server.

14.1.2 Online Closing

The following subsections provide additional information on the data that is required to populate Green Retrofit Program Closing terms:

- * Green Retrofit Program Closing Module Screen
- Printable View of Green Retrofit Program Closing Module Screen

14.1.2.1 Green Retrofit Program Closing Module Screen

The Closing Module screen for the selected property, as shown below in Figure 14-10, Closing Module Screen, contains the following sections:

- * General Information
- * Current Unit Summary
- * First Mortgage Loan
- * Other Amortizing Loan
- * Subsidy Contract
- * Utility
- * Sources & Uses
- * Rehab Escrow Needs

After reviewing the information, OAHP users may confirm the closing by entering their name and date in the locations at the bottom of the screen and clicking the Submit button on the left menu.

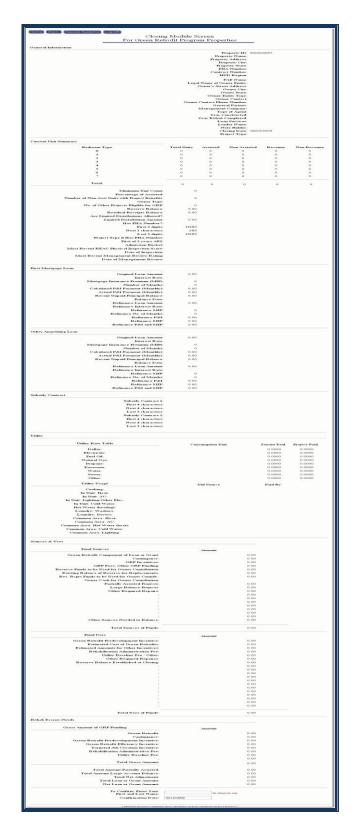


Figure 13-10, GRP Closing Module Screen

14.1.2.2 Printable View of Green Retrofit Program Closing Module Screen

The Printable View of Green Retrofit Program Closing Module Screen (an example of which is on the next page as Figure, 14-11, Printable View of GRP Closing Module Screen) contains all the property's closing information for

printing:



Figure 14-11, Printable View of GRP Closing Module Screen

15 GRP REPORTS MODULE

The GRP Reports module is accessed by selecting the Reports button from GRP's home screen. The reports within the module are a summarization of the data entered in the Critical Dates Tracking screens and are also management tracking tools to view the overall status of where the assigned properties are in the GRP process. In addition, there are internal management level reports to assist OAHP and its business partners in the management of its Green Retrofit Program assets.

Generally, only active properties in the Green Retrofit Program that are assigned to and accepted by a PAE appear in GRP's Reports, though some reports include completed properties and allow the User to choose what to be selected. In addition, there are specific criteria for each report, e.g., for the GRP Property Status Report, only properties that have at least one critical date entered into the system are included on the report. The Property and Report Selection page is shown below as Figure 15-1, Property and Report Selection Screen:

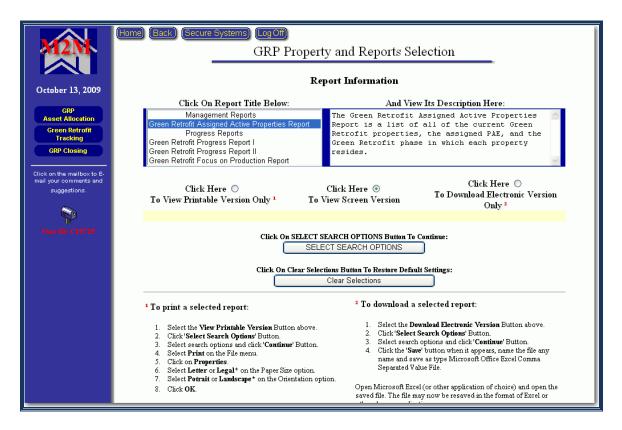


Figure 15-1, GRP Property and Report Selection Screen

15.1 GRP Property and Report Selection

The GRP Reports module allows users to generate the following reports:

- ◆ Green Retrofit Assigned Active Properties Report
- Green Retrofit Progress Report I
- Green Retrofit Progress Report II
- Green Retrofit Focus on Production Report

To view a report, click the report title in the scroll down selection box and click one of the viewing options. Reports may be viewed on-screen, printed, or downloaded and saved in an electronic format. Next, click the Select Search Options button and make your selections in the opened window.

To save a downloadable version of a report:

- 7. Select the Download Electronic Version radio button
- 8. Click the 'Select Search Options' button
- 9. Select search options and click the 'Continue' button
- 10. Click the "Save File..." button and name the file a name with a ".csv" extension (e.g., "testrept.csv").
- 11. Open application of choice (e.g., Microsoft Excel) and the saved file.
- 12. The file may be resaved in the format of the application.

15.2 Green Retrofit Assigned Active Properties Report

The Green Retrofit Assigned Active Properties Report (Figure 15-2, Green Retrofit Assigned Active Properties Report on the next page) contains a listing of all of the current Green Retrofit Program properties, the PAE to which each property is assigned, and the Green Retrofit Program phase in which each property resides.

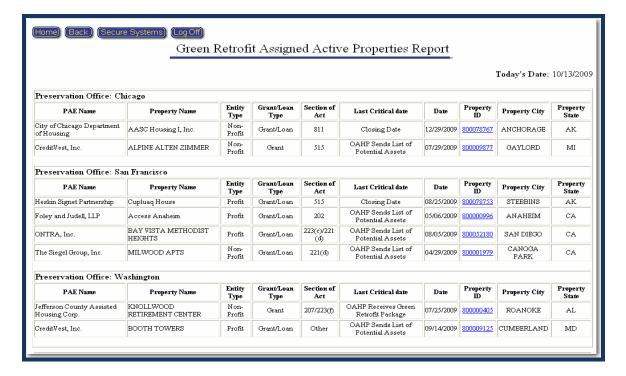


Figure 15-2, Green Retrofit Assigned Active Properties Report

15.3 Green Retrofit Progress Report

The Green Retrofit Progress Report details the progress and status of the active GRP properties currently assigned to PAEs. It details the referral and acceptance dates, the dates the PAE executes M2M Program tasks, the dates the Green Retrofit Program was submitted to OAHP and the date OAHP issues a decision on submitted plans. An example of this report is presented as Figure 15-3, Green Retrofit Progress Report (Part I) and Figure 15-4, Green Retrofit Progress Report (Part II).

Note: It is necessary to load legal-sized paper and set your printer to print in landscape mode for this progress report.

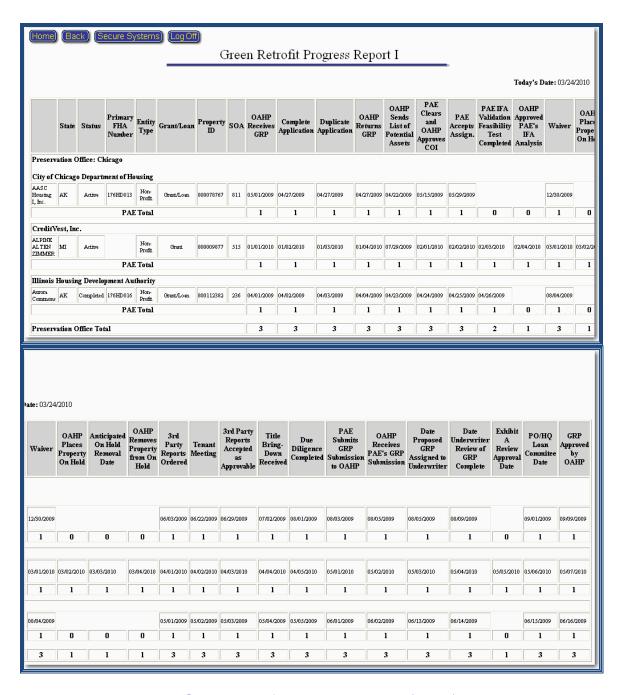


Figure 15-3, Green Retrofit Progress Report (Part I)

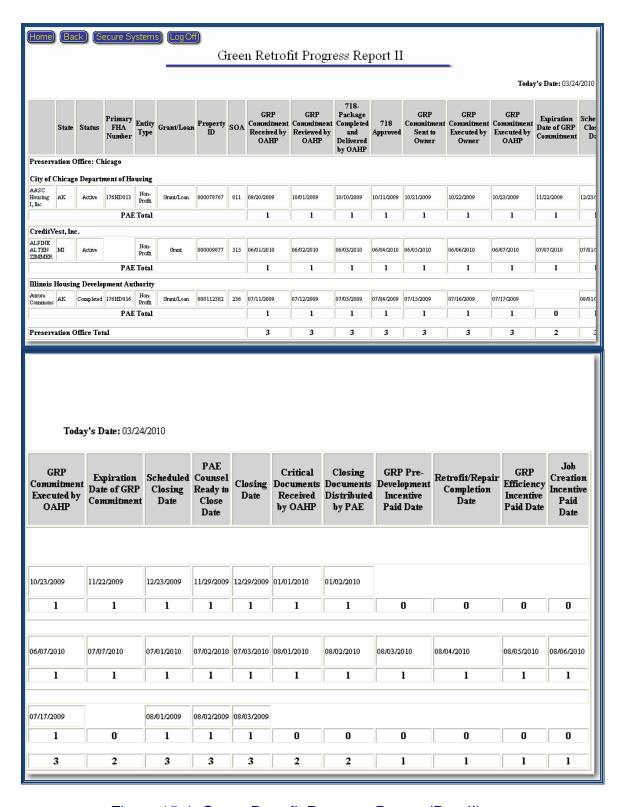


Figure 15-4, Green Retrofit Progress Report (Part II)

15.4 Green Retrofit Focus on Production Report

The Focus on Production Report (Figure 15-5, Green Retrofit Focus on Production Report) provides a roll up of the total number by SOA, Profit, Non-Profit, Grant, Grant/Loan for each Preservation Office.

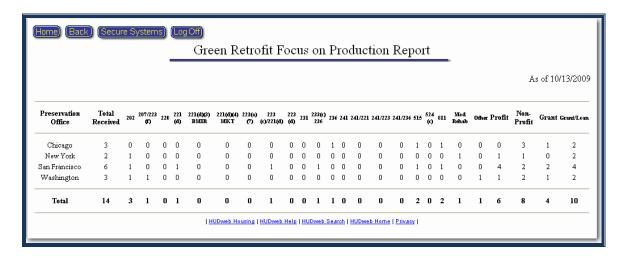


Figure 15-5, Green Retrofit Focus on Production Report